# my|CalPERS

# File Testing Overview
# For
# Employers

## Version History

| Document Version | Date | Document Revision Description |
|---|---|---|
| 1.0 | 3/14/11 | Initial release of document |
| 1.1 | 3/29/11 | Revisions based on team comments. |
| 1.2 | 5/24/11 | Revisions to data date delta report and system access administrator registration references, mostly sections 2.3 and 3.1. |
| 1.3 | 6/22/11 | Updated section 8.3 to reflect accurate interface numbers listed in the fifth bullet. |

# Table of Contents

# 1. PURPOSE

The purpose of this document is to provide guidelines for business partners testing their new Extended Markup Language (XML) files with the my|CalPERS system. This describes the considerations and activities for preparing and testing your files. The testing process will allow you to validate your files, data, and processes for submitting to and receiving data from CalPERS after the my|CalPERS launch on September 19, 2011.

It is important to note that the data contained in the my|CalPERS test or production environments is confidential and should be treated accordingly. Business partners' security practices, policies, and procedures should apply and be considered when designating a System Access Administrator (SAA) or assigning user(s) access privileges to my|CalPERS.

We have included a checklist in Appendix E so that you can monitor your progress through these activities.

# 2. PREPARING TO TEST WITH CALPERS

There are several steps that need to be completed before you will be able to begin testing your files. This section will cover those activities.

## 2.1. SEED DATA

During the test data conversion process, CalPERS copied your data from our legacy systems to the my|CalPERS test environments and created my|CalPERS test seed data. Seed data is a cross reference of your legacy identifiers (SSN, Org ID, etc.) with the new identifiers (CalPERS IDs, Agreement IDs, Appointment IDs, etc.) that will be used in the new system. These new identifiers will be used in my|CalPERS to protect and secure personal information.

This seed data identifies your organization, any third party service providers, and participants included within your file submissions. The purpose of providing you with test seed data is so that you can incorporate them into your test files, replacing your legacy (current) identifier information. For example:

- The Employer CalPERS ID will replace the current employer code/unit code combination used today.
- The Participant/Person CalPERS ID will replace the need to report Social Security numbers for your employees.

Your Account Administrator will need to log in to ACES and download your test seed data file. Your test files will need to have correct correlation between the new my|CalPERS identifiers with your legacy identifiers to successfully process records in the file testing environment.

Please keep in mind, as you develop a process for handling these new identifiers, that seed data will be regenerated during CalPERS final conversion for production. You will be notified later this summer when it is available to download from ACES again. At that time, you will need to replace the identifiers used for testing purposes with those created in the seed data file for the launch of my|CalPERS.

For more information, please view the CalPERS File ID Exchange Layout document within the Employer Technical Toolkit.

### 2.2. TEST DATA DATE

On January 15, 2011, CalPERS captured a copy of payroll contributions, retirement enrollments, and participants with records related to your organization and the contracts you have with CalPERS. The data captured was used to populate the file testing environment and generate a set of new identifiers, or CalPERS IDs, that will be used by your organization in my|CalPERS. Therefore, the test data date is January 15, 2011.

### 2.3. DATA DATE DELTA REPORT

Any new enrollments or separations within your organization since this test data date should not appear in your test file. A Data Date Delta Report can be provided upon request to enable you to identify the differences in the participant data in our legacy system as of January 15, 2011 and the participant data we have currently. This will allow you to proactively exclude records for participants that were enrolled after the data date. Or, you may elect to include participants that were enrolled after the data date, as test candidates for new enrollment transactions.

### 2.4. FILE TESTING APPROACH

A testing strategy should be considered in order to prepare your organization to test the transactions and plan for the appropriate resources. We recommend you start using files with a small number of records and slowly build up to larger files and more complex transactions.

Based on the number of test files and transactions you plan to test, you will need to ensure you have the appropriate testing resources identified and scheduled to participate. For example:

- Ensure you have the appropriate IT staff available to create and/or submit test files
- Include program staff to help submit test files and resolve business rule errors
- Coordinate with your third party vendors to secure resources throughout the process
- Identify the payroll and retirement enrollment transactions your organization is interested in testing based on how your organization typically conducts business with CalPERS.

For example, when planning to test payroll files, determine what report types (e.g., Payroll Earned Period or an Adjustment Report), record types (e.g., Payroll Record or Service Credit Purchase) and transaction types (e.g., Earned Period Report, Prior

Period Adjustment, or Retroactive Salary Adjustment) need to be tested. Then, you will know how many different test files may need to be created.

Once you are ready to begin, we recommend that you first verify your files meet the basic file structure requirements by using the XML validation tool available in the Employer Technical Toolkit. This tool was designed to help identify some XML structure issues that will cause errors in my|CalPERS. The tool does not identify all errors, but using this tool should help reduce the number of test cycles.

When you are confident that the XML file structure is correct, submit a test file with data that resembles your standard day-to-day functions in order to test the file meets the new data requirements. For example, first test a payroll file with five participants and run it through my|CalPERS. Resolve any errors and then run through the process again. Once you're confident that you're meeting both file structure and data requirements, submit a test file with all of your participants and repeat the process.

Please refer to the Technical Resources available in the PERT area of CalPERS On-Line for more information regarding how to construct your test files, available transaction types, data requirements, and new business rules. The Technical Toolkit for Employers is meant to be a one stop shop for all information your organization needs to successfully create and test files for my|CalPERS.

## 2.5. PREPARING TEST FILES

It is important that you set the Test Report indicator to "true" in your files to prevent records from posting. This is a very useful approach for testing because you will see all the errors generated without actually posting the records to the system. You can delete this file and fix the errors on your source system and resubmit the file over and over again until you are satisfied with the processing results. Then, you can change the Test Report indicator to "false" and submit the file for posting.

Please note that you will need to change the file name to a unique name before the system will allow you to submit the file again. You can change one digit of the timestamp in the filename to make it unique.

Since my|CalPERS strips away special characters from the data that you submit, please note that:

- Hyphens, apostrophes, etc., which are common in name fields (e.g., Reeves-Wong or O'Malley) will not cause a problem in the system. The field data will "match."
- The code does not strip out extra spaces in these fields. Therefore, any differences in spaces between CalPERS production and business partner native systems will error out (e.g., McGeorge will not match Mc George).

# 3. SYSTEM ACCESS ADMINISTRATOR

Each business partner that logs into my|CalPERS to conduct business will need to assign at least one SAA. This person will be responsible for maintaining the business partner profile, setting up your internal business contacts, or users, with the correct roles for their jobs duties and administering the appropriate access to those business contacts. Details on the SAA responsibilities are covered in the Overview of my|CalPERS System Access Administration.

## 3.1. SYSTEM ACCESS ADMINISTRATOR REGISTRATION

The primary SAA you identified for your organization will receive a registration code for accessing the system and establishing their SAA login. Once they have completed the registration steps and established their own SAA login, the SAA can begin to set up your business partner profile and business contacts for testing.

We are developing System Access Administrator computer-based training (CBT) that will walk you through the registration process. You will receive notification when this CBT is available. The basic steps for the registration process are outlined in Appendix D.

The SAA will register in an environment which will allow CalPERS to capture SAA registration and business contact information and migrate it to the production environment at launch. This eliminates the need for the SAA to register and establish business contacts in the new system on the first day after launch.

To begin the SAA registration process, access the environment from the System Access Administration page in the PERT area of CalPERS On-Line.

## 3.2. SETTING UP YOUR BUSINESS PARTNER PROFILE

During the SAA registration process you will be taken to a screen displaying your current business profile. From this screen you will be able to update your profile as needed, such as changing your contact information and/or preferred contact method.

### 3.3. SETTING UP BUSINESS CONTACTS

During the SAA registration process you will be able to register your initial SAA, establish additional SAAs as necessary, and establish your business contacts for both testing and production purposes.

A matrix of the roles and access they provide is available on the System Access Administration page in the PERT area of CalPERS On-Line. As you set up user access, you will assign each a user ID for logging in to the system and the appropriate roles needed for testing.  When setting up new users, the system will generate a temporary password for each new user. Please be sure to retain all temporary passwords and the User ID each is assigned to. You will need to provide this information to your users in order for them to access the system.

### 3.4. TESTING USERS

Your organization's SAA is responsible for setting up the login usernames and assigning the appropriate roles for business contacts, or users, that will be using the system for testing purposes. Details on the SAA responsibilities can be found in the *Overview of my|CalPERS System Access Administration* document in the PERT area of CalPERS On-Line. We recommend that you prepare a list of the business partner contacts (both staff and third party vendors) who will be participating in testing activities. Pre-identifying these individuals, their login IDs, and their system access will expedite your organization's ability to start testing.

### 3.5. WORKING WITH VENDORS

Many of our business partners have established relationships with vendors and third party service providers to prepare and/or submit their data to CalPERS.  Access to my|CalPERS through the assignment of a SAA and users required for testing may vary depending on those business partner/vendor relationships.

When your SAA sets up your business partner profile, they will identify your testing users in that profile. If your Vendor or Third Party provider will submit data on your behalf, your business partner profile will reflect that. Your SAA will define a user ID for that Third Party Provider and assign them with a role appropriate to the nature of the work they will be performing during the testing process.

# 4. LOGGING IN TO THE SYSTEM

It is recommended that you access the test system through the File Readiness Alerts Page .

The File Readiness Alerts page is designed to inform you of the current status of the testing environment, any issues that are discovered during the testing process, information on workarounds to identified issues, and other timely information to assist you during testing.

## 4.1. LOGGING IN FOR THE FIRST TIME

After establishing a user login to my|CalPERS, the system will assign a temporary password. Your SAA will provide you with this password so you can access the system.

The first time you access the system using your temporary password, you will be prompted to change this password to one that you define.

*Keep in mind that* ***Passwords*** *must be at least eight characters with no spaces. Valid characters are letters, numbers and the following special characters: At signs (@), periods (.), underscores (_) and hyphens (-). Passwords must also contain at least three of the four character types (Uppercase, lower case, number and special characters). Passwords ARE case sensitive.*

# 5. PREPARING YOUR FILE

The specifications for the files you submit will depend on the types of transactions you are submitting in the file.

Access the Employer Technical Toolkit for the file specifications relative to the business transactions that you will submit to my|CalPERS.

## 5.1. FTP PREPARATION

There are several steps that need to be completed before you can submit files to my|CalPERS via FTP. Teleconferences began in March to kick off this process. If you intend to submit your XML files via FTP and have not attended one of these teleconferences or initiated the steps to set up your organization as a FTP file reporting business partner, please refer to the document my|CalPERS and File Transport Services. This document is the information covered during the kickoff of the FTP teleconference sessions and will help you begin the process.

## 5.2. REPORTING DATA TO MY|CALPERS

A key difference between the current CalPERS systems and the new my|CalPERS system is the way data is reported. Currently file reporting business partners submit a flat file containing the various transactions they report to CalPERS. Instead of a flat file, my|CalPERS only accepts files using the XML format. Section 6 provides a step-by-step guide to submitting a file using File Upload and correcting errors using my|CalPERS. Section 7 will guide you through the process of correcting errors using my|CalPERS and may be helpful for you if you are using FTP.

## 5.3. SUGGESTED TEST SCENARIOS

This section contains a list of typical transactions our business partners submit to CalPERS. The type of transactions you submit will be relative to the contract(s) you have with CalPERS. The list below covers a variety of report types, record types, and transaction types. You may select those that are appropriate for your contract(s) and represent typical scenarios you might encounter. This list is not meant to be a complete list of what you may need or may want to test. Appendix C contains a series of tables that show the valid payroll record types within specific report types, and the valid transaction types within those record types.

#### 5.3.1. PAYROLL CONTRIBUTIONS

- Earned period
- Supplemental Income Plan (SIP and/or 457)
- Service credit purchase
- Prior period adjustments
- Earned period, no contribution, no service (retired annuitant)
- Retroactive salary adjustment (covering multiple pay periods)

#### 5.3.2. RETIREMENT ENROLLMENT

- New enrollment
- Permanent separation

#### 5.3.3. HEALTH ENROLLMENT

- New enrollment
- Cancel coverage
- Open enrollment
- Add dependent
- Delete dependent
- Change dependent address

### 5.4. RECEIVING FTP RESPONSE FILES FROM MY|CALPERS

Business partners who submit XML files using FTP will receive a response file in XML. This response file will contain the status of each record submitted.

If you submit files to my|CalPERS using FTP and the file has no Level 1 errors, the system will generate a response file in XML format and place it in your “in” folder on our external FTP server. You can use that file to assess the status of the records you submitted and make any necessary corrections through the methods described above.

Please note that there are separate "in" and "out" folders for each interface. If you are an Employer who submits payroll contributions, retirement enrollment and health enrollment using FTP, you will have three separate sets of folders for sending your FTP files and receiving your response files.

### 5.5. CONSIDERATIONS

Please reference this table to understand some of the conditions in the test environment and the functionality available in the system that will be relevant to your testing strategy.

| System State | Possible Considerations |
|---|---|
| Test system data is as of January 15, 2011. | • Participants in your test data may not have been in the system on January 15, 2011.<br>• Your seed data does not include retired annuitants and CalPERS IDs for them have not been generated in the test system. Including payroll records for retired annuitants will result in file level errors if you have not yet submitted a test enrollment record for the retired annuitant. |
| Test Report indicator set to "true" in your payroll test files | • This gives you the opportunity to review the results of your file so you can fix the errors and resubmit that same file multiple times until you are satisfied that it will process.<br>• You can use the Test Report indicator in files submitted via FTP. Please note that you will not receive a response file in this case and must log in to the application to review any errors. |

| | |
|---|---|
| Test Report indicator set to "false" in your payroll test files | • Records will automatically post if there are no errors in the file<br><br>• There are two methods for correcting errors and posting records.<br><br>o Use my\|CalPERS to fix the errors and re-process the report<br><br>o Cancel the report in my\|CalPERS and resubmit the file after fixing the errors in your system |
| Last payroll schedule being converted is June 30, 2010. | • Please be advised to test with payroll schedules beginning July 2010 forward. The recommended approach would be to start with July payroll files and move forward with payroll files in chronological order (July then August then September, etc.).<br><br>• Your payroll file can't include payroll for newly enrolled participants. If you want to submit payroll for a newly enrolled participant, submit the enrollment record for a month prior to the payroll report (i.e. submit enrollment dated in June and then follow with payroll dated in July).<br><br>• Once a payroll file has been posted for a specific earned period, subsequent files for that same earned period must be submitted as adjustment files.<br><br>• The SIP data is as of October 15, 2010. SIP reporting may be submitted in a file separate from your payroll transactions. |

| | |
|---|---|
| When submitting health enrollment changes, select participants with older enrollment dates. | • Seed data may not have all the appropriate appointment information to test different health event types.<br><br>• You may want to submit retirement enrollment records to facilitate testing health and/or payroll transactions. |
| Including multiple reports in a single XML file generates multiple response files. | • Separate response files are generated for each report included in a single FTP file. For example, if you FTP a single payroll file containing reports for multiple organizations, you will receive a separate response file for each of those reports. Your system will need to pick up all response files and process them to get a complete set of responses for all records submitted<br><br>• Separate error reports are generated for each report included in a single file submitted using file upload. For example, if you upload a single payroll file containing reports for multiple organizations, you will find a separate error report for each. |
| my\|CalPERS coding strips away special characters from the data submitted. | • Hyphen, apostrophes, etc., which are common in name fields (e.g., Reeves-Wong or O'Malley) will not cause a problem in the system. The field data will "match."<br><br>• The code does not strip out extra spaces in these fields. Therefore, any differences in spaces between CalPERS production and BP native systems will error out (e.g., McGeorge will not match Mc George). |

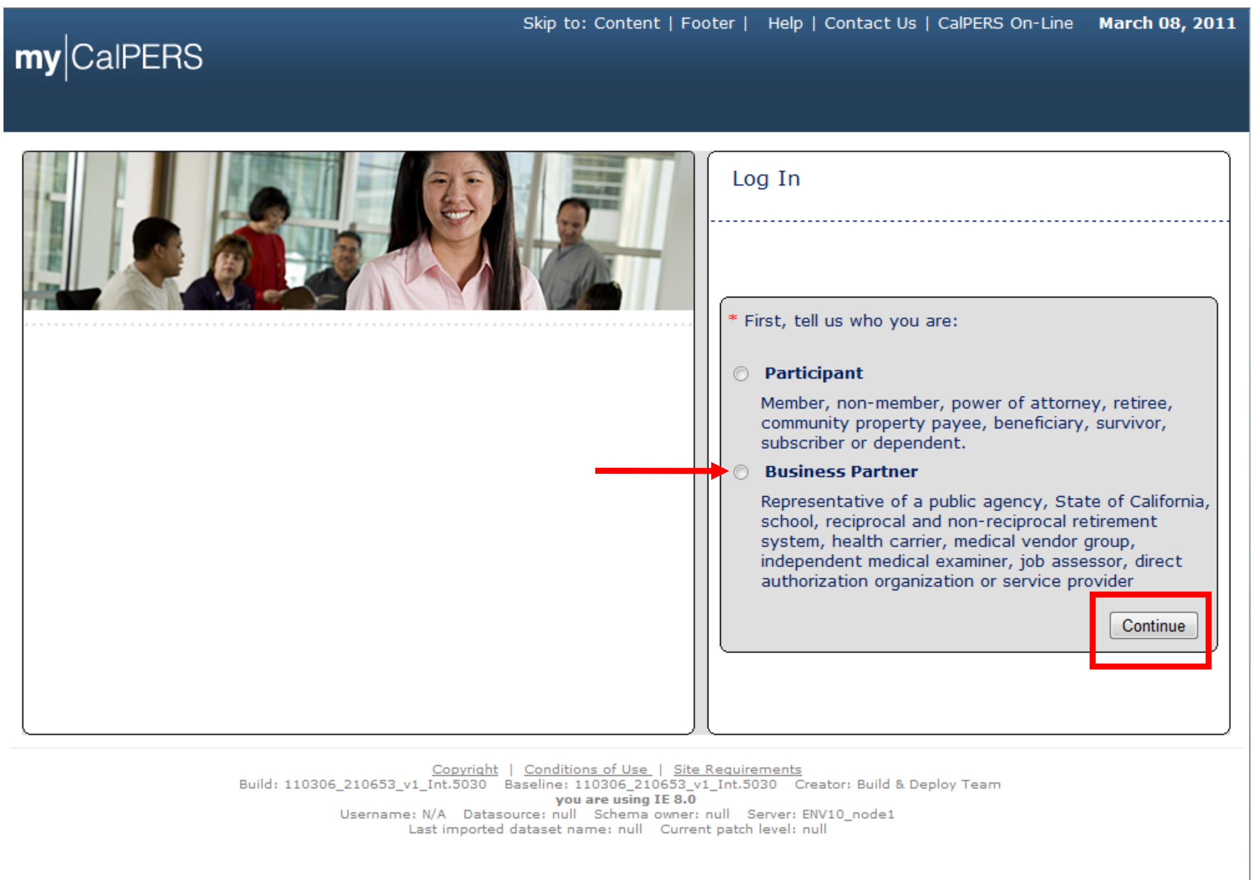
# 6. SUBMITTING DATA TO MYCALPERS

This section will take you through the steps to log in to the system, upload a file and review the results for errors.

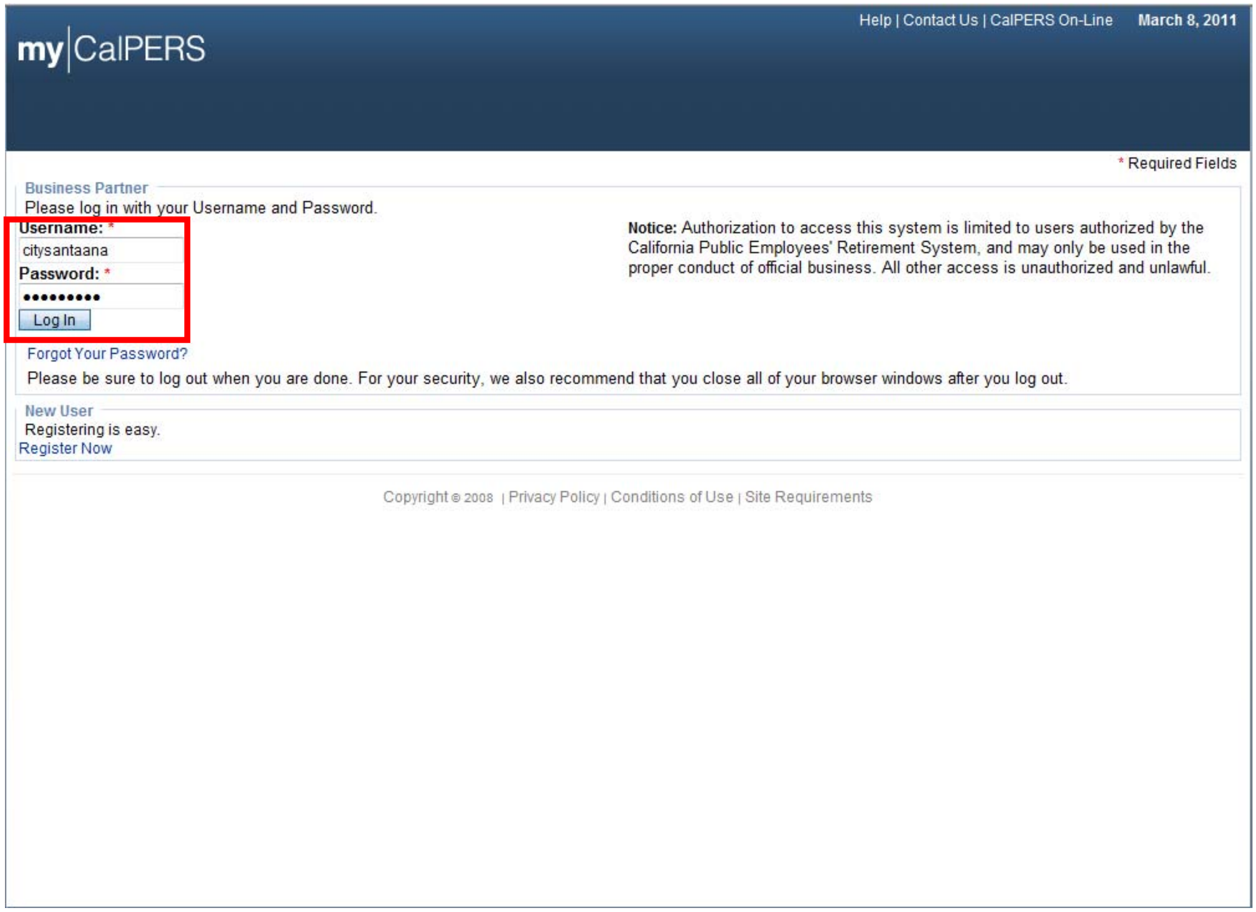
## 6.1. ACCESSING THE SYSTEM

1. Access Testing Environment - Through the Internet, connect to the file readiness testing environment. The URL and system access administration registration code will be distributed via email to the SAA a week or two before business partner file readiness testing begins.

2. Select Log In Type **-** Select the **Business Partner** radio button and select **Continue**.

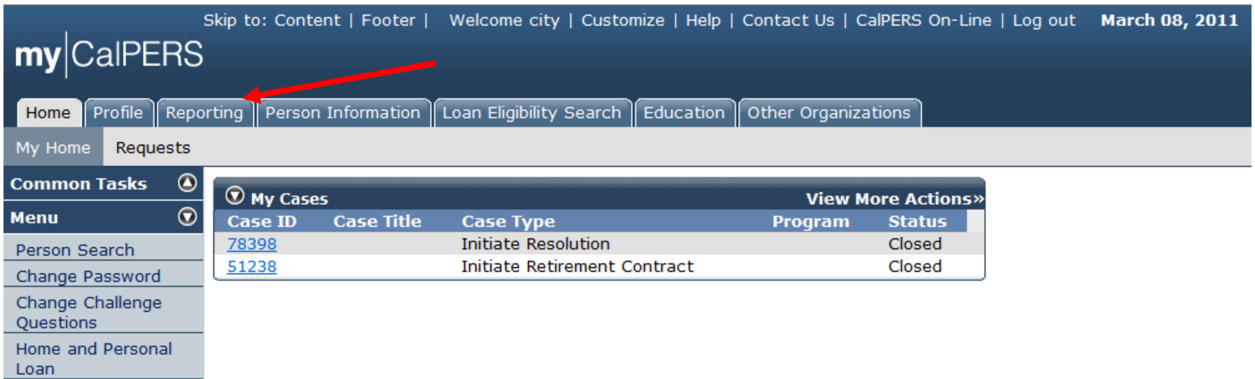


4. Log In to my|CalPERS – Enter the username and password provided by your SAA and select the **Log In** button.



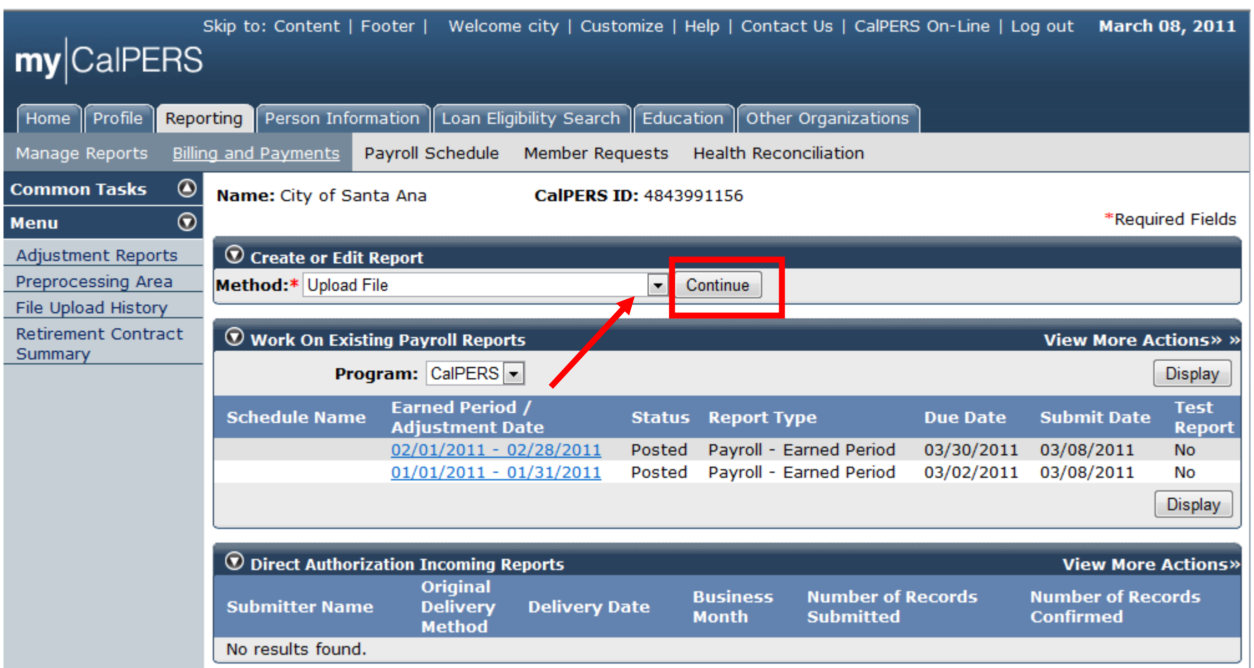

5. Confirmation of Official Business – Select the **Accept** button to acknowledge the condition that the user is accessing the system for official business. Please note that the data within my|CalPERS is confidential and should be treated accordingly.

6. Business Partner Home – You will be brought to a page where business partner detailed information is displayed. Select the **Reporting** tab.

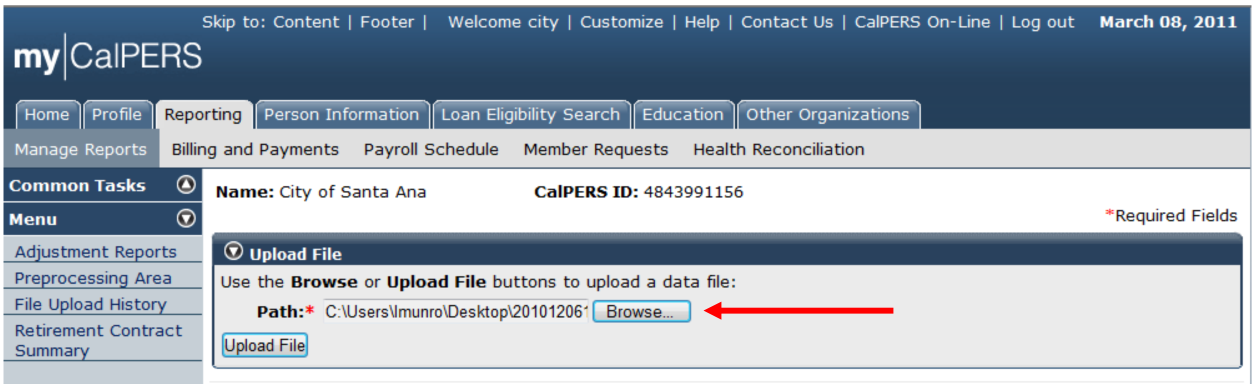



## 6.2. UPLOADING A FILE

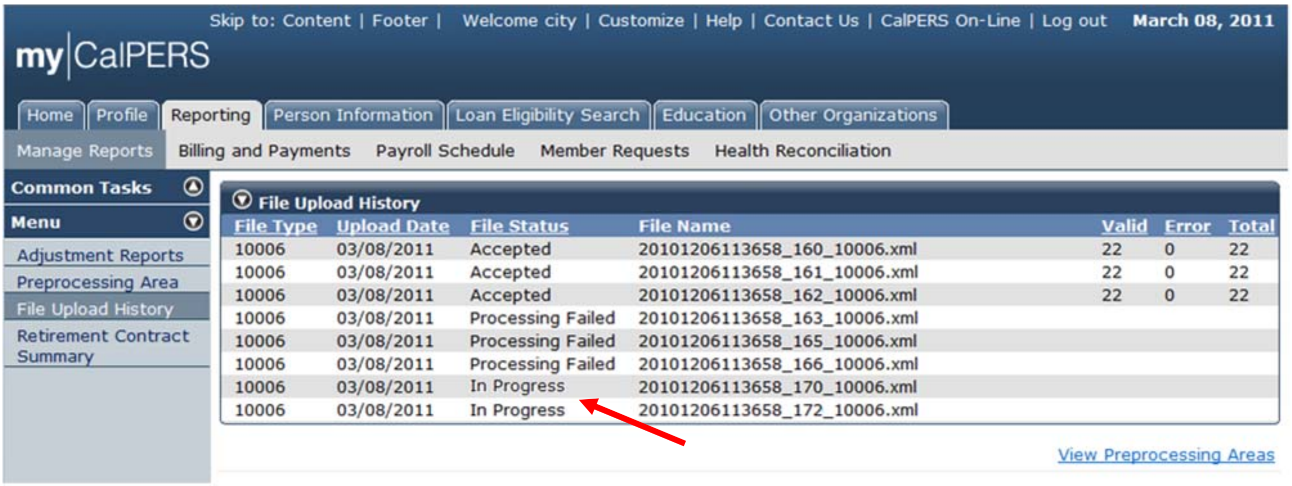
1. Reporting – If submitting a file by File Upload method, select the Upload File value from the **Method** dropdown, and then select **Continue**.



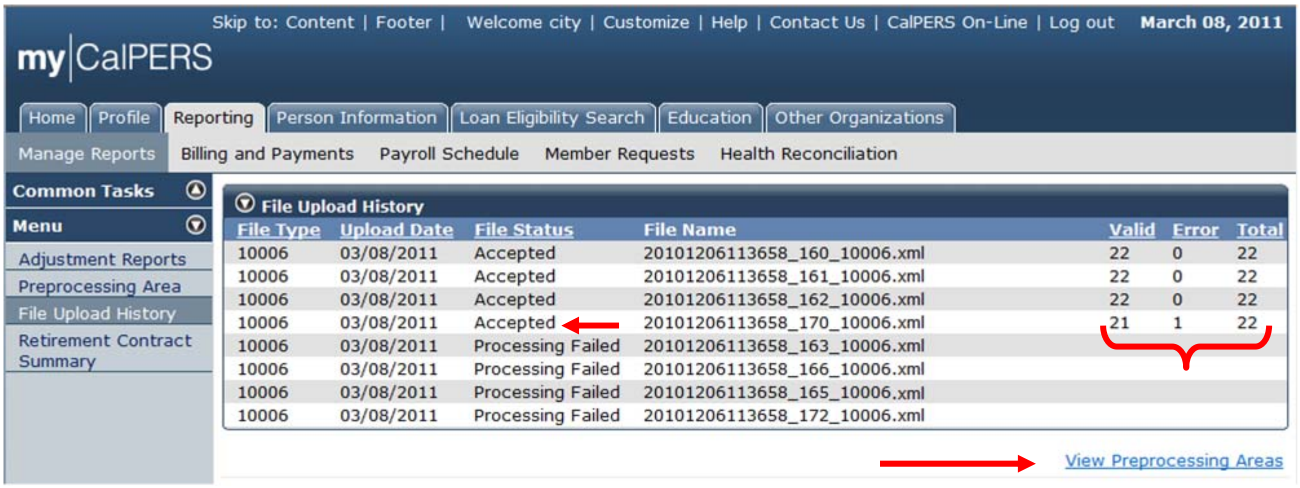
2. Upload a File - The system will provide a window that will allow you to browse for the file for upload. Once the file is selected, select **Upload File** to upload the file. The example below is for a Payroll Contribution file; uploading a Retirement Enrollment or Health Enrollment file would be similar.



3. During the Upload – Select the **File Upload History** link on the left side navigation. Once the file is uploading, the screen will indicate that the upload is in progress. The example below shows three previous files have been uploaded and accepted for this business partner.



4. Verification of an Accepted File – After the upload is complete, the *File Upload History* section will display the status of Accepted and indicate the number of records that were validated and the count of those that were found to have errors. You can then select the **View Preprocessing Areas** link to access the results of an accepted file. Again, this example is from a Payroll Contribution file. We see that there are a total of 22 records including one record that has an error.



# 7. CORRECTING DATA ERRORS

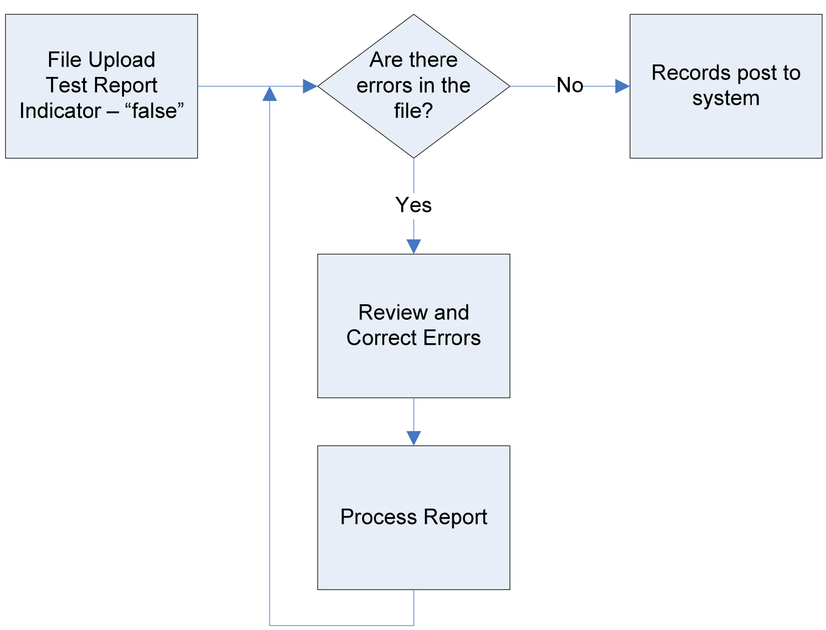
Files submitted via FTP will generate a response file if there are no Level 1 errors in the file and the Test Report indicator has been set to “false.” Files submitted using File Upload may generate errors, but you will need to log in to the system to review them.

You will not receive any automated notification that your file has processed successfully during testing. This feature will be turned on during system conversion, the critical time just before the launch of my|CalPERS. During testing, you will need to log in to the system to determine the processing status of your test files.

## 7.1. PAYROLL ERROR CORRECTION

If you submit a payroll file via File Upload and the Test Report indicator is set to “false”, the file will only post automatically if there are no errors in the file. If you submit a Health or retirement enrollment file, the records without errors will automatically post.

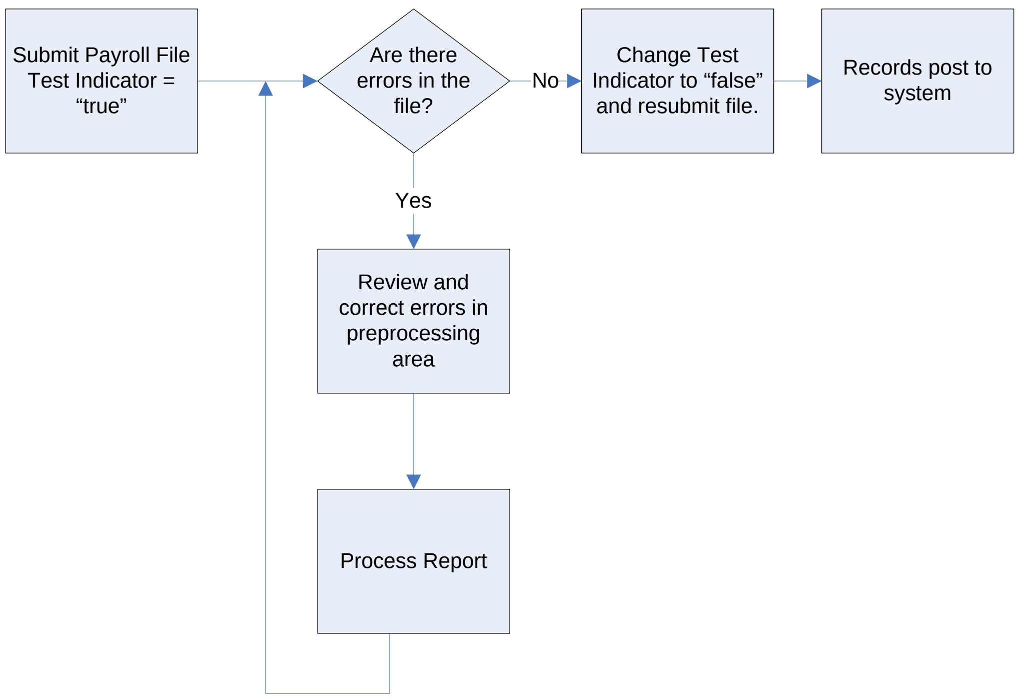
**Payroll File Upload**
**Test Indicator = “false”**



If you submit a payroll file via File Upload or FTP and the Test Report indicator in the file is set to “true”, you will be able to review your errors in the online system and determine the changes that are required to fix the file so that it will post.

The system will perform the validations on the fixed records in the Test Report, but it will not post those records. You will need to fix the errors in the file and set the Test Report indicator to “false” and resubmit the file to post the records.

**Payroll FTP or File Upload**
**Test Indicator = “true”**

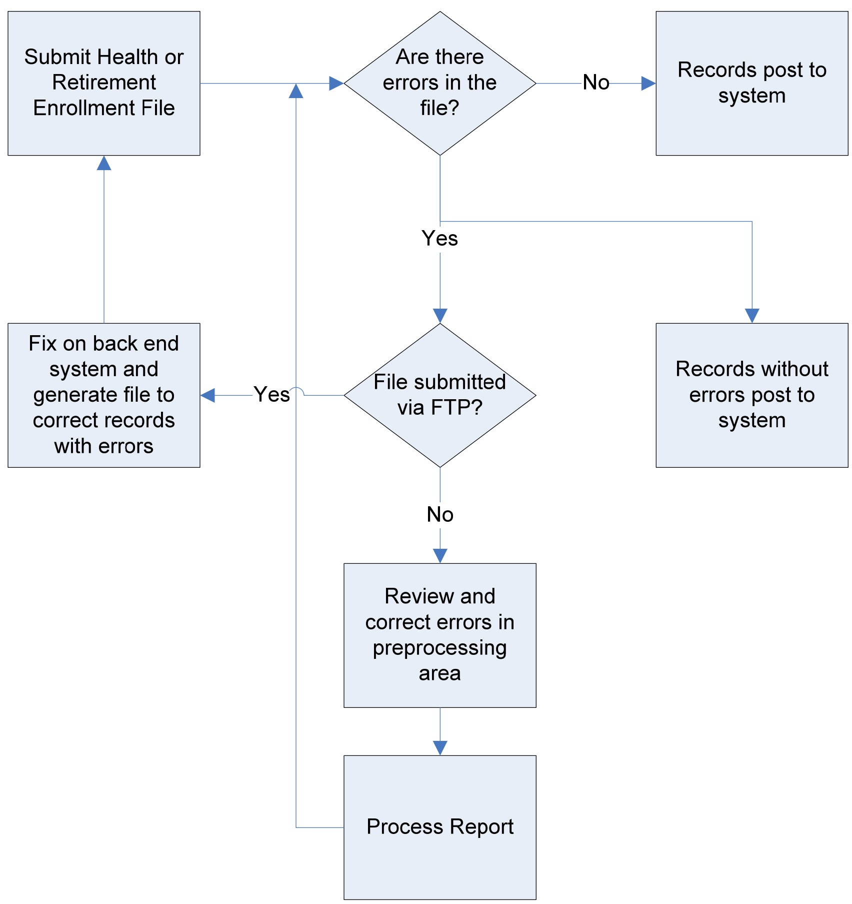



Please note that you will need to change the file name to a unique name before the system will let you submit it again. You can change one digit of the timestamp in the filename to make it unique.

## 7.2. HEALTH AND RETIREMENT ENROLLMENT ERROR CORRECTION

When you submit a health or enrollment file using FTP or File Upload, all records without errors will automatically post to the system. You can correct the records with errors in your system and resubmit a file to post these records again or you can correct them in the preprocessing area and process the report using the online system.

**Health or Retirement Enrollment File Submitted Using File Upload or FTP**

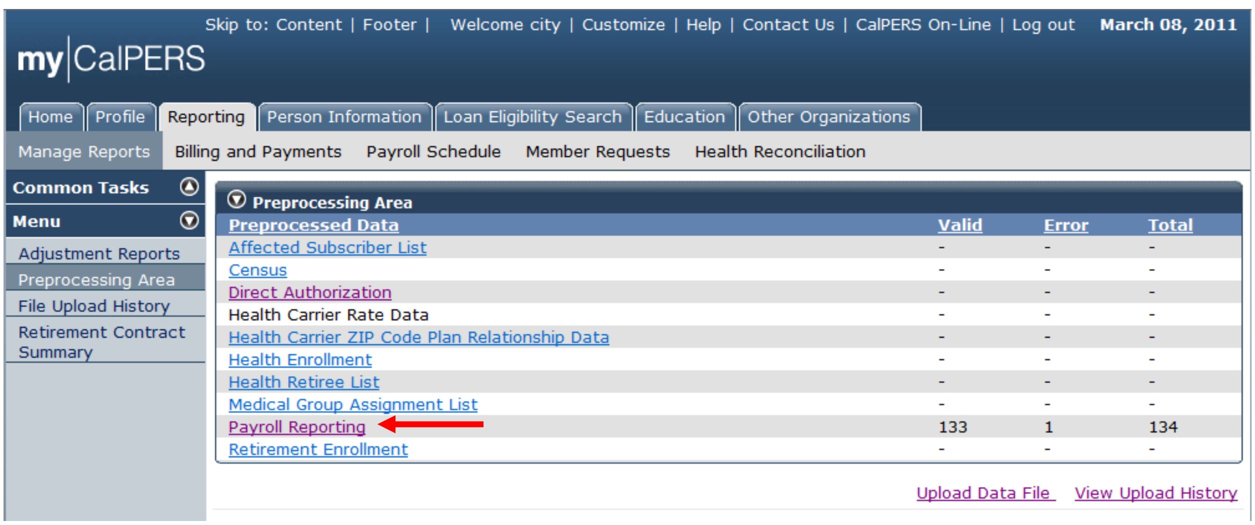


## 7.3. GENERAL NOTES ON ERROR CORRECTION

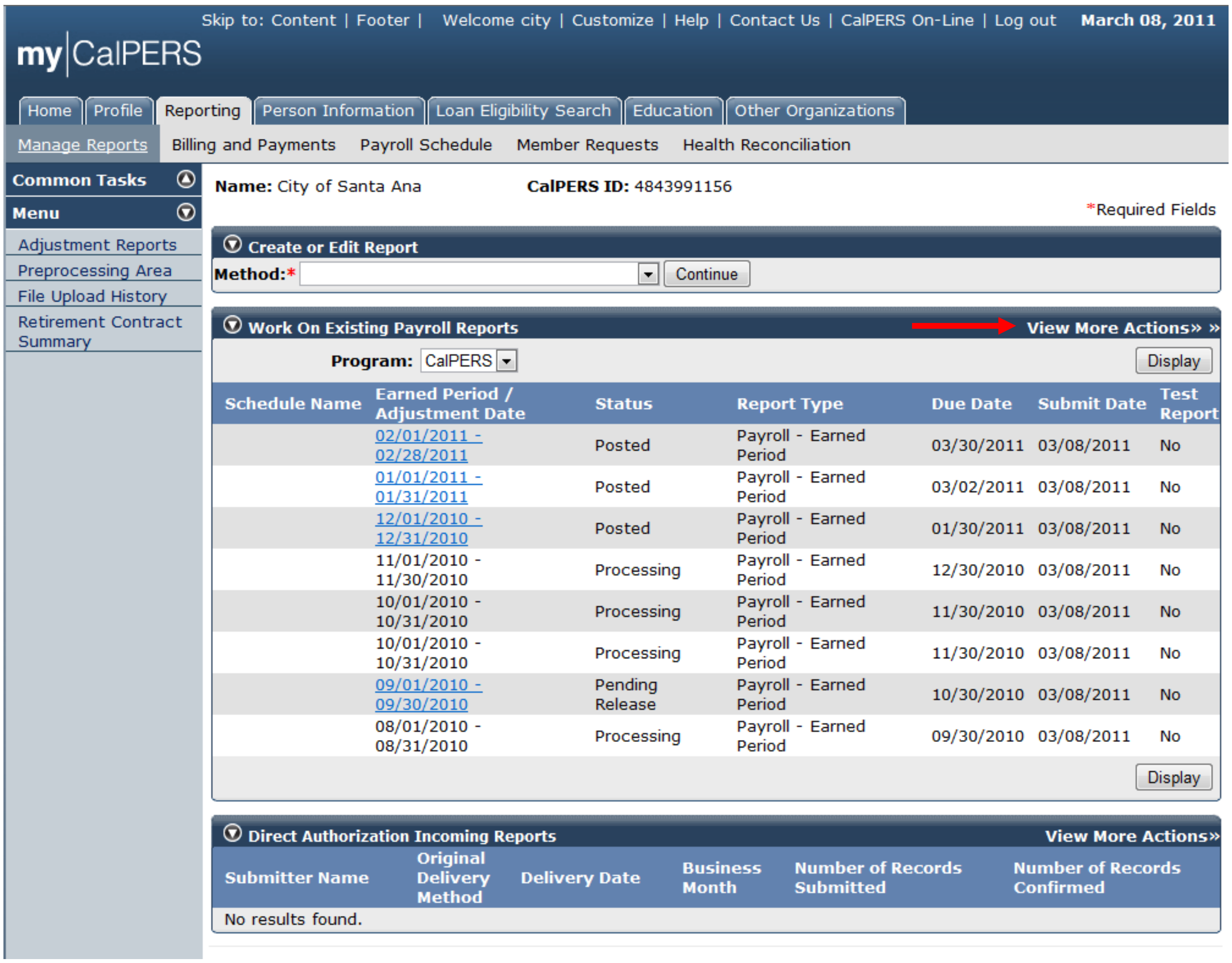
Should you submit a file and get data errors, you need to determine why the errors were generated. Validation documents, which review the complete set of validation rules for each type of file, are included in the Employer Technical Toolkit. You will also find suggestions in Section 8, How to Obtain Assistance.

The following steps will guide you through correcting errors using the online system.

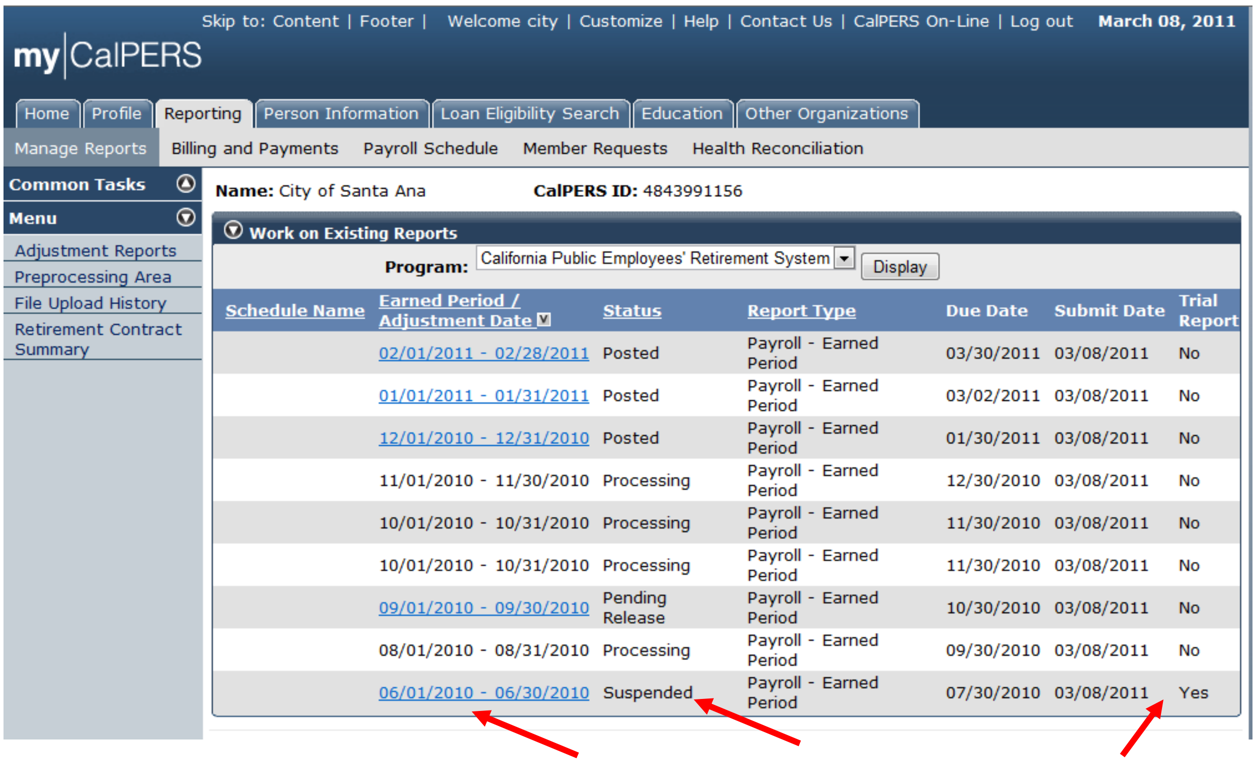
1. Preprocessing Area – If there are errors to be corrected, select the link for the appropriate Staging page. The preprocessing area you navigate to will depend on the type of file you submitted. In this example, we are submitting payroll, so we will select **Payroll Reporting**.



2. Selecting **Payroll Reporting** brings us to a screen showing all our payroll reports. The report that we just submitted is not visible on this screen, so we need to select **View More Actions**. Again, if you were correcting health enrollment or retirement enrollment records, you would see those reports on this page instead.



3. Now we see our newly uploaded file in a suspended status. Also notice that the screen indicates this is a Test Report. This is because we set the Test Indicator value in the XML file to “true.” We can select the date range of this file to look at the detail.


Skip to: Content | Footer | Welcome city | Customize | Help | Contact Us | CalPERS On-Line | Log out **March 08, 2011**

my|CalPERS

Home | Profile | Reporting | Person Information | Loan Eligibility Search | Education | Other Organizations

Manage Reports | Billing and Payments | Payroll Schedule | Member Requests | Health Reconciliation

**Common Tasks**

**Menu**

- Adjustment Reports
- Preprocessing Area
- File Upload History
- Retirement Contract Summary

**Name:** City of Santa Ana **CalPERS ID:** 4843991156

**Work on Existing Reports**

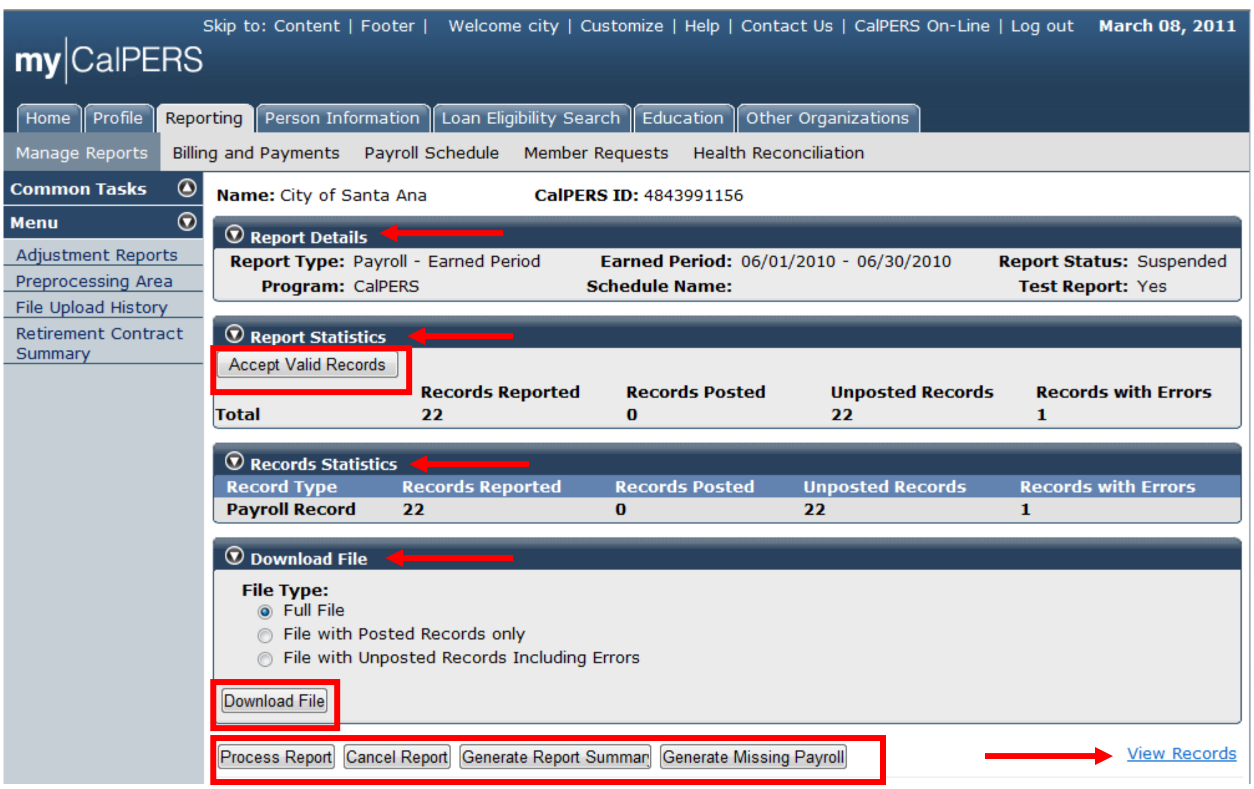
**Program:** California Public Employees' Retirement System [Display]

| Schedule Name | Earned Period / Adjustment Date | Status | Report Type | Due Date | Submit Date | Trial Report |
|---|---|---|---|---|---|---|
| | 02/01/2011 - 02/28/2011 | Posted | Payroll - Earned Period | 03/30/2011 | 03/08/2011 | No |
| | 01/01/2011 - 01/31/2011 | Posted | Payroll - Earned Period | 03/02/2011 | 03/08/2011 | No |
| | 12/01/2010 - 12/31/2010 | Posted | Payroll - Earned Period | 01/30/2011 | 03/08/2011 | No |
| | 11/01/2010 - 11/30/2010 | Processing | Payroll - Earned Period | 12/30/2010 | 03/08/2011 | No |
| | 10/01/2010 - 10/31/2010 | Processing | Payroll - Earned Period | 11/30/2010 | 03/08/2011 | No |
| | 10/01/2010 - 10/31/2010 | Processing | Payroll - Earned Period | 11/30/2010 | 03/08/2011 | No |
| | 09/01/2010 - 09/30/2010 | Pending Release | Payroll - Earned Period | 10/30/2010 | 03/08/2011 | No |
| | 08/01/2010 - 08/31/2010 | Processing | Payroll - Earned Period | 09/30/2010 | 03/08/2011 | No |
| | 06/01/2010 - 06/30/2010 | Suspended | Payroll - Earned Period | 07/30/2010 | 03/08/2011 | Yes |

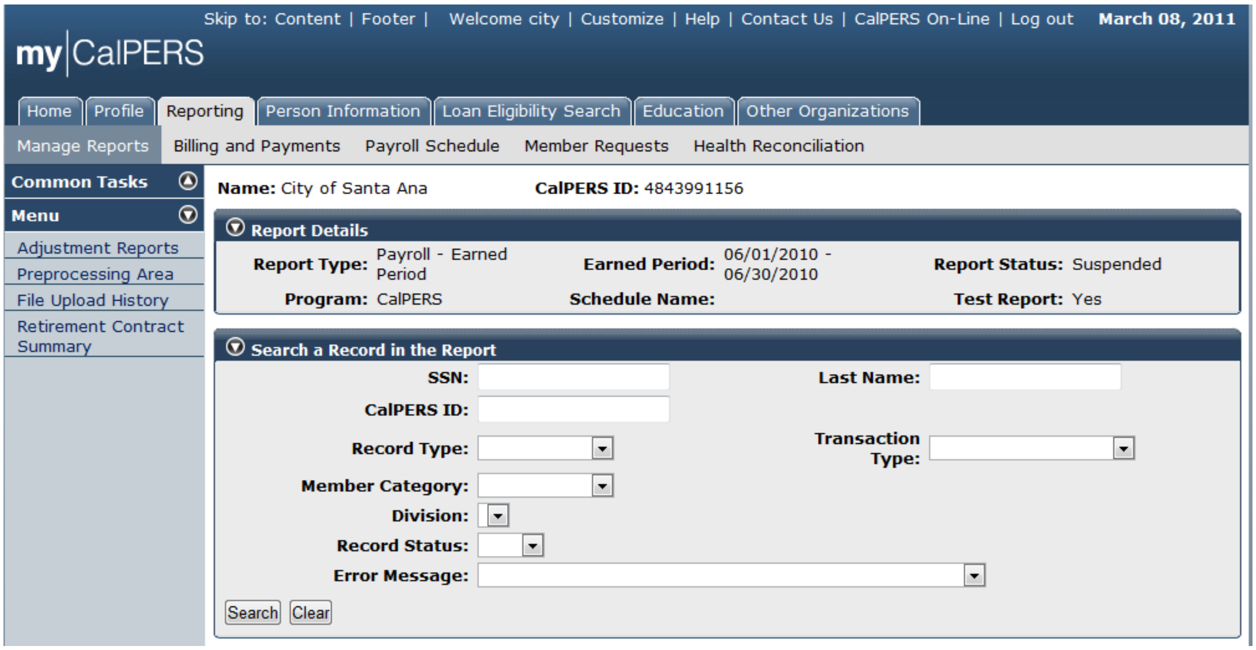
4. The screen below shows the report details, report statistics, and record statistics. It includes the following functions:

- Accept Valid Records: You can use the **Accept Valid Records** button to process the valid records and resubmit the records with errors at a later time.
- Download: The **Download File** button allows you to download a file with the processing results. There are radio buttons to select based on what you want in your download file. If you choose to download the file, it will be in XML format.
- Process Report: If your test report has no errors and you want to process it, you can select the **Process Report** button.
- Cancel Report: If there are reasons you do not want to work with the report at all, you can select the **Cancel Report** button.

The Generate Report Summary and Missing Payroll functions will not be used during testing. Instead, we want to look at the record with the error. To do that, select the **View Records** link at the bottom right.



5. The next screen is shown in two parts. The top of the screen gives the report details and a search section for finding a specific recordWe are going to select the checkbox next to the record with the error and then select **Edit Selected Records**.



Records Present in the Report Add New

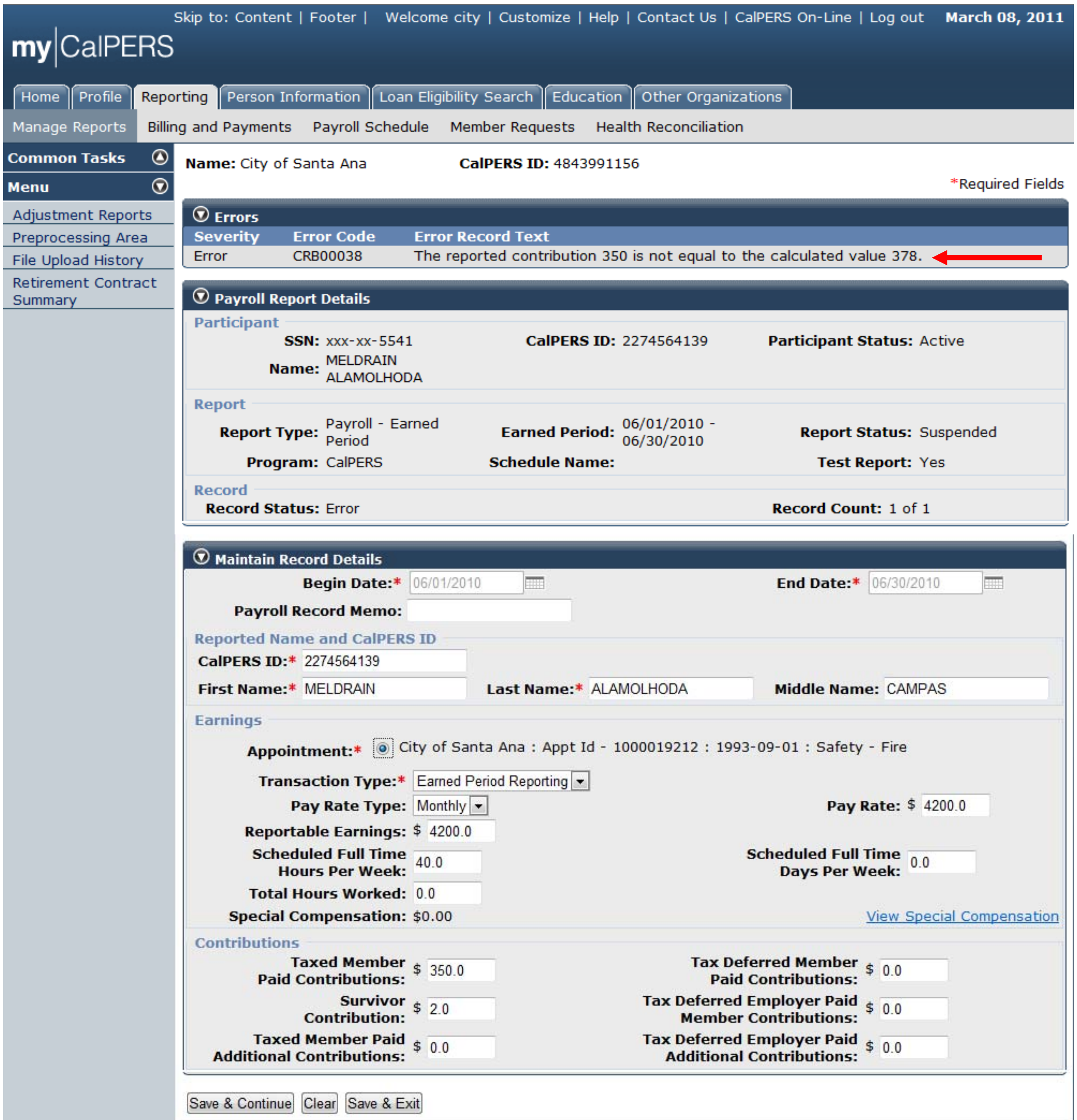
Select All Delete Edit Selected Records Save Selection Apply Mass Update

| | SSN | CalPERS ID | Division | Name | Earned Period | Member Category | Status |
|---|---|---|---|---|---|---|---|
| ☐ | XXX-XX-2828 | 7154830004 | | ACCOLA, TANJAY BONDY | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-5541 | 2274564139 | | ALAMOLHODA, MELDRAIN CAMPAS | 06/01/2010-06/30/2010 | Safety - Fire | Error |
| ☐ | XXX-XX-4314 | 6987614423 | | ECHAVARRIA, DESHAUN EVELMA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-8674 | 1885409785 | | FURTADO STUCKEY, MERCY V BONDY | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-1406 | 6516425453 | | GORWARA, JUVELINDA BEYMAR | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-3839 | 1037749953 | | HIRANI, MEREANA MARJORIE ANNE | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-4292 | 2671573611 | | JEBANESAN, TADHIG MALLAVII | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-6106 | 7385054645 | | JOWER, DONIBRA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-1736 | 2755716343 | | KENNEDY-HOWARD, VALA | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-7024 | 3272566897 | | KREML, LA DENA DISHELLAI | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-0858 | 3904801928 | | LAMBDEN, ALYDA BONDY | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-5677 | 1566043332 | | MACCHEYNE, IVY GIANNINA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-6660 | 6249603275 | | MCGILL, SHANTY AUXIE | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-9693 | 1703815664 | | NUMBERS, ALFRODEO | 06/01/2010-06/30/2010 | Safety - Police | Valid |
| ☐ | XXX-XX-1238 | 7480150811 | | OCHALA, WANFONG CARANZA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-7209 | 4906923816 | | QUARFOOT, KARMIT | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-3755 | 7784991624 | | RACKLIN, KHAELEB KEISHIRA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-8708 | 5209817570 | | TAHUKA, ODIN CAMPAS | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-4984 | 5958813302 | | TINGELHOFF, HANSHONG KEISHIRA | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-4845 | 6611392655 | | UDE, LUTEVA BONDY | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-1526 | 7318017843 | | VERDAASDONK, ENITA DISHELLAI | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-4984 | 5788957041 | | ZEISSIG, JULIEANNA | 06/01/2010-06/30/2010 | Miscellaneous | Valid |

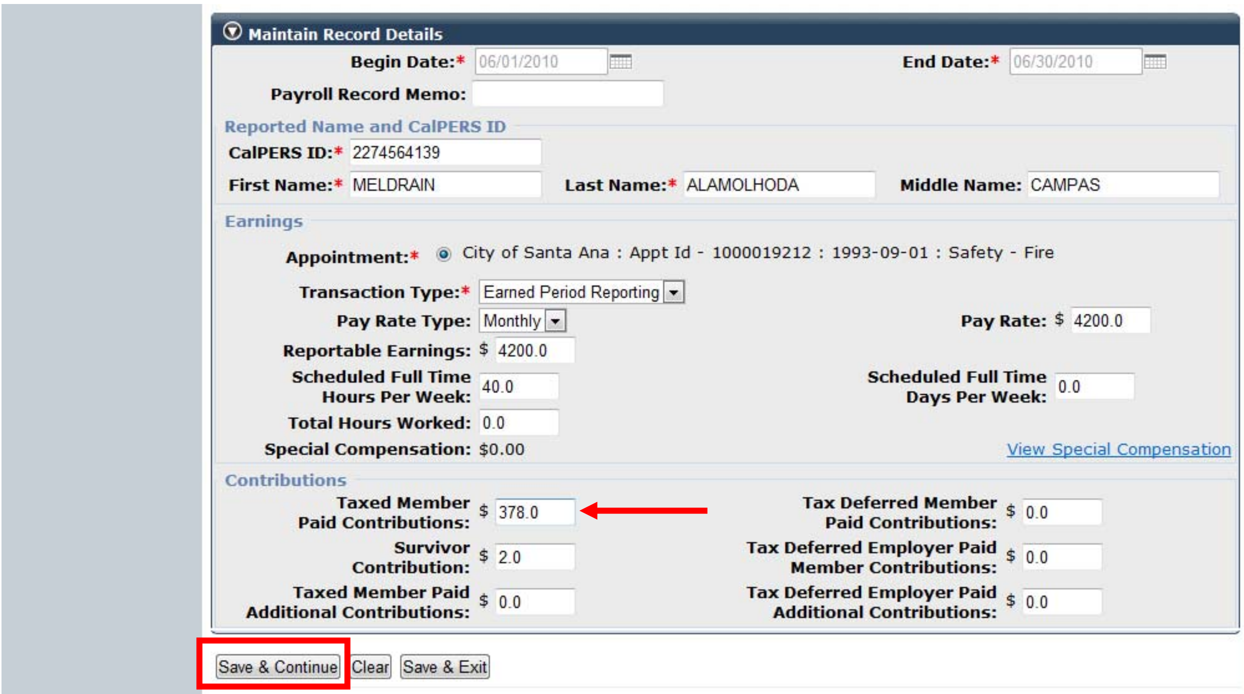
Select All Delete Edit Selected Records Save Selection

Process Report

6. Now you see the selected record with the error. In the *Errors* section at the top of the page, you see the Error Severity, Error Code, and Error Record Text. In this example, the contribution amount is wrong.



7. To fix the record, enter the correct contribution amount and select **Save & Continue**.



8. Now you see all the records in the report are valid. Since the Test Report indicator was set to "true" in this file, you will not be able to post these records from this screen. You will change the Test Report indicator to "false" and make the correction to the contribution amount in the file and upload the new file for processing. If the Test Report indicator had been set to "false", you could select **Process Report** at the bottom of the page to post the report after correcting the error.

**Records Present in the Report** Add New

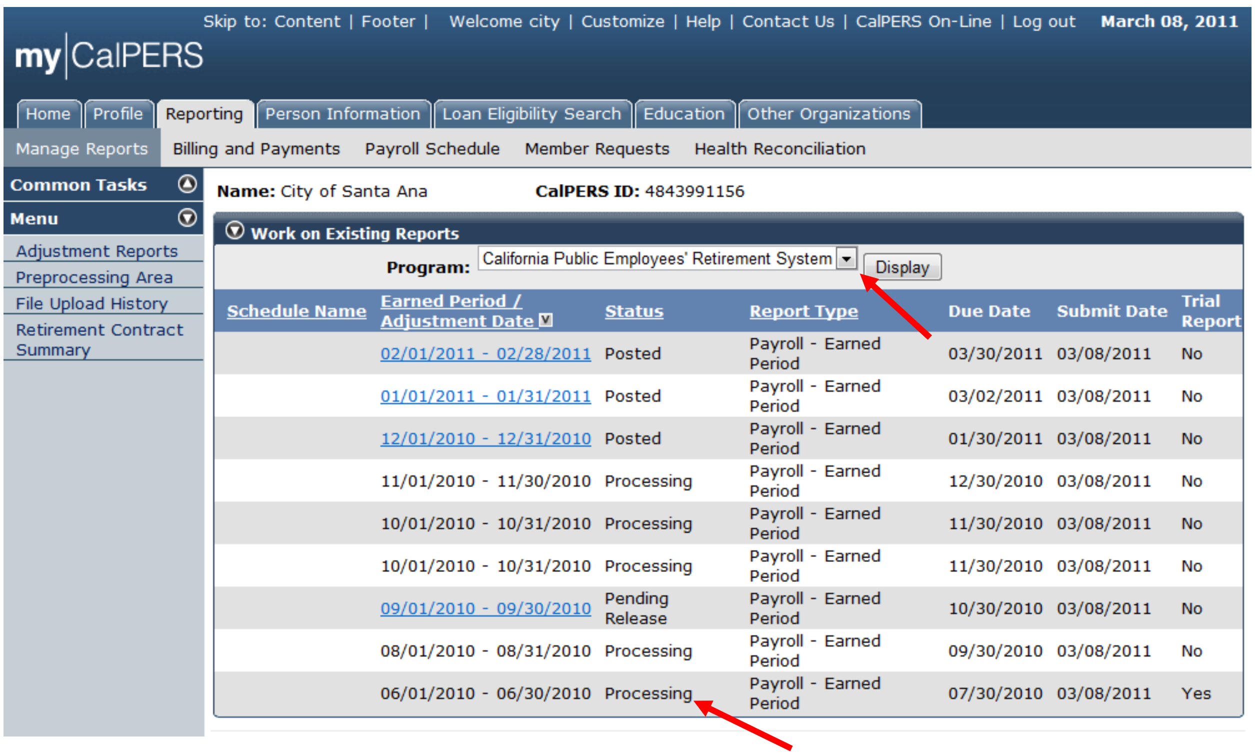
Select All | Delete | Edit Selected Records | Save Selection | Apply Mass Update

| | SSN | CalPERS ID | Division | Name | Earned Period | Member Category | Status |
|---|---|---|---|---|---|---|---|
| ☐ | XXX-XX-2828 | 7154830004 | | ACCOLA, TANJAY BONDY | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-5541 | 2274564139 | | ALAMOLHODA, MELDRAIN CAMPAS | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-4314 | 6987614423 | | ECHAVARRIA, DESHAUN EVELMA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-8674 | 1885409785 | | FURTADO STUCKEY, MERCY V BONDY | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-1406 | 6516425453 | | GORWARA, JUVELINDA BEYMAR | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-3839 | 1037749953 | | HIRANI, MEREANA MARJORIE ANNE | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-4292 | 2671573611 | | JEBANESAN, TADHIG MALLAVII | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-6106 | 7385054645 | | JOWER, DONIBRA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-1736 | 2755716343 | | KENNEDY-HOWARD, VALA | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-7024 | 3272566897 | | KREML, LA DENA DISHELLAI | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-0858 | 3904801928 | | LAMBDEN, ALYDA BONDY | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-5677 | 1566043332 | | MACCHEYNE, IVY GIANNINA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-6660 | 6249603275 | | MCGILL, SHANTY AUXIE | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-9693 | 1703815664 | | NUMBERS, ALFRODEO | 06/01/2010-06/30/2010 | Safety - Police | Valid |
| ☐ | XXX-XX-1238 | 7480150811 | | OCHALA, WANFONG CARANZA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-7209 | 4906923816 | | QUARFOOT, KARMIT | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-3755 | 7784991624 | | RACKLIN, KHAELEB KEISHIRA | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-8708 | 5209817570 | | TAHUKA, ODIN CAMPAS | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-4984 | 5958813302 | | TINGELHOFF, HANSHONG KEISHIRA | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-4845 | 6611392655 | | UDE, LUTEVA BONDY | 06/01/2010-06/30/2010 | Safety - Fire | Valid |
| ☐ | XXX-XX-1526 | 7318017843 | | VERDAASDONK, ENITA DISHELLAI | 06/01/2010-06/30/2010 | Miscellaneous | Valid |
| ☐ | XXX-XX-4984 | 5788957041 | | ZEISSIG, JULIEANNA | 06/01/2010-06/30/2010 | Miscellaneous | Valid |

Select All | Delete | Edit Selected Records | Save Selection

Process Report

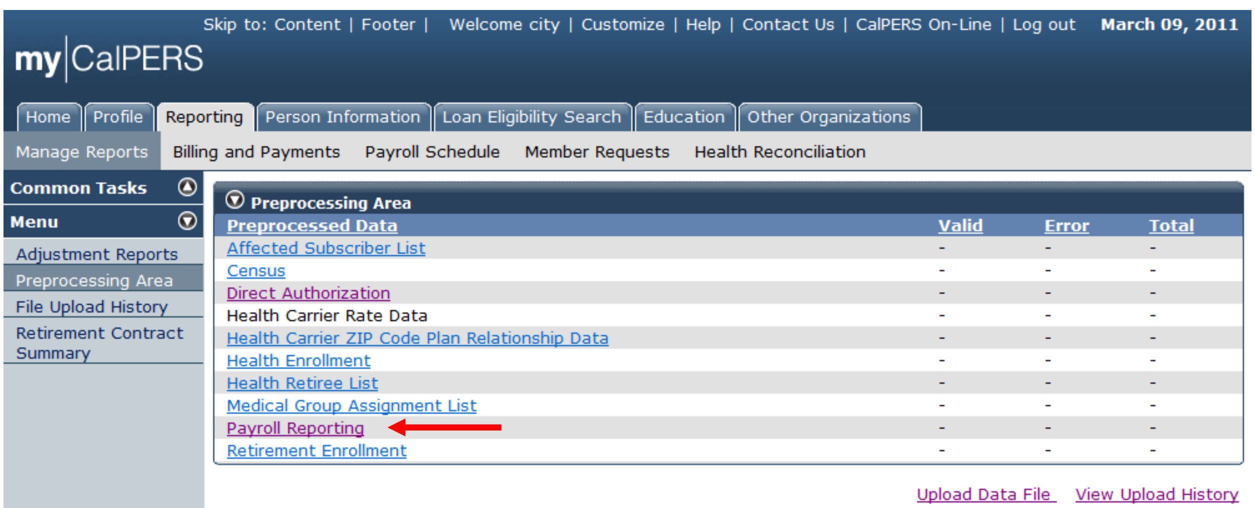
9. After correcting the error in the file and setting the Test Report indicator to “false”, you can upload the file again. In the example below, we have done that and now the report is in processing status. Remember that if you have more than one page of reports from testing, as in step 2 above, you may need to select **View More Actions** to see the most recent reports. We do not see that link here because we only show one page of reports available. When you submit a file including multiple reports you may need to use the **Program** dropdown list to see the report you want to work on.



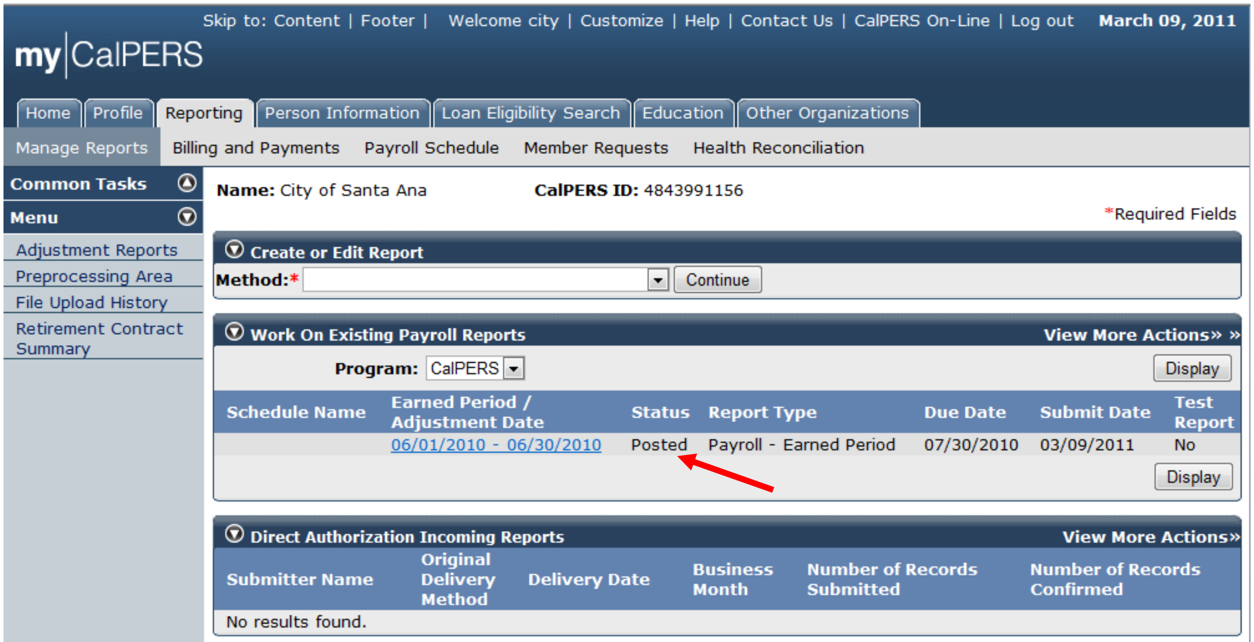

| Schedule Name | Earned Period / Adjustment Date | Status | Report Type | Due Date | Submit Date | Trial Report |
|---|---|---|---|---|---|---|
| | 02/01/2011 - 02/28/2011 | Posted | Payroll - Earned Period | 03/30/2011 | 03/08/2011 | No |
| | 01/01/2011 - 01/31/2011 | Posted | Payroll - Earned Period | 03/02/2011 | 03/08/2011 | No |
| | 12/01/2010 - 12/31/2010 | Posted | Payroll - Earned Period | 01/30/2011 | 03/08/2011 | No |
| | 11/01/2010 - 11/30/2010 | Processing | Payroll - Earned Period | 12/30/2010 | 03/08/2011 | No |
| | 10/01/2010 - 10/31/2010 | Processing | Payroll - Earned Period | 11/30/2010 | 03/08/2011 | No |
| | 10/01/2010 - 10/31/2010 | Processing | Payroll - Earned Period | 11/30/2010 | 03/08/2011 | No |
| | 09/01/2010 - 09/30/2010 | Pending Release | Payroll - Earned Period | 10/30/2010 | 03/08/2011 | No |
| | 08/01/2010 - 08/31/2010 | Processing | Payroll - Earned Period | 09/30/2010 | 03/08/2011 | No |
| | 06/01/2010 - 06/30/2010 | Processing | Payroll - Earned Period | 07/30/2010 | 03/08/2011 | Yes |

10. The screen below shows the new file has been Accepted. Select **View Preprocessing Areas**.


11. Select **Payroll Reporting.**



12. You can see the report has now posted



# 8. HOW TO OBTAIN ASSISTANCE

## 8.1. TROUBLESHOOTING

- Review the File Readiness Alerts Page for information that may be helpful in resolving your issue.
- Verify that test data submitted in the file corresponds with the data date, and those participants who had active status in your organization at that time.
- Ensure that the correct values from the seed data are included in the file.
- Ensure that the file submitted has a unique file name (one that you have not submitted previously).

## 8.2. AVAILABLE RESOURCES

CalPERS provides a number of resources to support business partner questions. These include:

- Information available in the PERT area of CalPERS On-Line. You may also find the answers to your questions in the Frequently Asked Questions – for Employers.
- The Technical Resources page includes a document titled, Tools Available on the Internet, where you will find links to websites that may be helpful in understanding the technologies associated with creating an electronic XML file. These sites include products that can be used to analyze an XML file or to convert a flat file to XML format and information to clarify the process for producing an XML document.

## 8.3. CONTACTING THE EMPLOYER CONTACT CENTER

Business partners can contact the Employer Contact Center (ERCC), at **888** CalPERS (or 888-225-7377) for help during testing and implementation.

**Information to have available when you call**:

- Identify yourself as an employer needing assistance with testing your file in my|CalPERS
- The full name of your organization
- The CalPERS ID for your organization
- The Legacy ID (Employer ID) for your organization
- If you are having trouble with a file, please have the interface ID available
    - 10006 for payroll contributions
    - 00007 for retirement enrollment
    - 50031 for health enrollment
- For inquiries regarding an error message, please have the error code and text available, as well as the actions taken to generate the error.
- For inquiries regarding the status of a previously reported issue, please have the Call Reference Number available.

## APPENDIX A – GLOSSARY

| Term | Definition |
|---|---|
| Appointment | The association of a participant with an employer and contract package. Appointments are for periods of time and have statuses associated with them. |
| Business Partner Profile | Payroll information data reporting attributes for a given employer. Attributes include program, organization name, payroll office, payroll reporting frequency, payroll contact, submission report media, payment frequency, method of payroll submission, payroll vendor (if applicable), payment method, CalPERS education dates, etc. |
| Contract | An agreement between CalPERS and an entity, or multiple entities, that allows the entity(s) to provide benefits to its employees. An entity categorizes its employees into contract groups. It then associates these contract groups with benefit packages. Benefit packages are sets of provisions. The entity may change the arrangement of the contract groups and/or the benefits associated with each contract group. |
| Employer | An Employer is a State, university, school employer, and any contracting agency employing an employee. |
| Employer Code | A numeric identifier that distinguishes an agency contracting for retirement benefits. |
| Enrollment | The association of a participant to a program to make the participant eligible for that program's benefits. |
| Non-PERS Employee | A non-PERS employee is an employee of an Employer organization that contracts with CalPERS for benefits such as health, but does not contract for the PERS retirement |

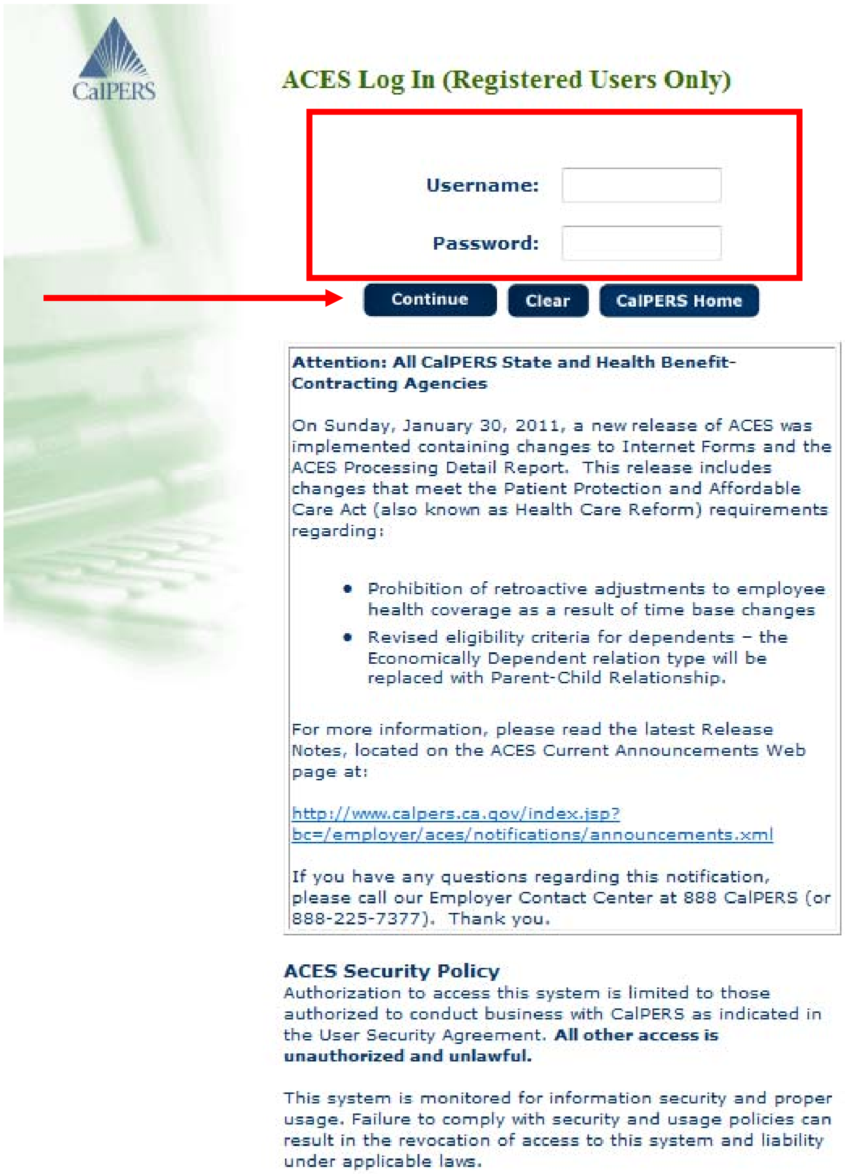
| Term | Definition |
| --- | --- |
| | program. |
| Online | A process in which a user interacts directly with the system to make a request such as add, change, view, or produce information.<br><br>Examples:<br><br>• Logging in to the system, entering an organization's demographic information<br><br>• Logging in to the system, reviewing records within submitted reports |
| Participant | Pertains to any person receiving a benefit of some sort from CalPERS, i.e., member, non-member, beneficiary, domestic partner, health insurance dependent, etc. |
| Program | A retirement benefit program administered by CalPERS. For Health the valid programs are Medical, Dental, and Vision. For Retirement, the valid programs are PERS, LRS, and JRS. |
| Retired Annuitant | Any person receiving a recurring benefit from the system that has returned to service working less than 960 hours per year. |
| System Access Administrator (SAA) | A business partner's my\|CalPERS SAA is a key point of contact accountable for providing my\|CalPERS access to any additional contacts (users). This involves utilizing system administrator pages in my\|CalPERS to associate predefined access roles to each contact and assign the user a unique username and password. In addition, this individual will have the responsibility to reset a user's password, lock a user's access rights to the system, and |

| Term | Definition |
|---|---|
| | change a user’s system access role(s). |
| Technical Toolkit | The Technical Toolkit is a WinZIP file that is available for business partners who choose to submit and/or receive data from my|CalPERS using File Upload or FTP. The Technical Toolkit provides the specifications for the files you will submit using File Upload or FTP and the files you will receive using FTP or saving as .CSV files to your desktop. |
| Third Party Vendor | An outside vendor that is hired by a CalPERS agency to create a Payroll Contribution, Retirement Enrollment or Health Enrollment file in the proper format for submission. This vendor may be authorized by the CalPERS agency to submit the file(s). |

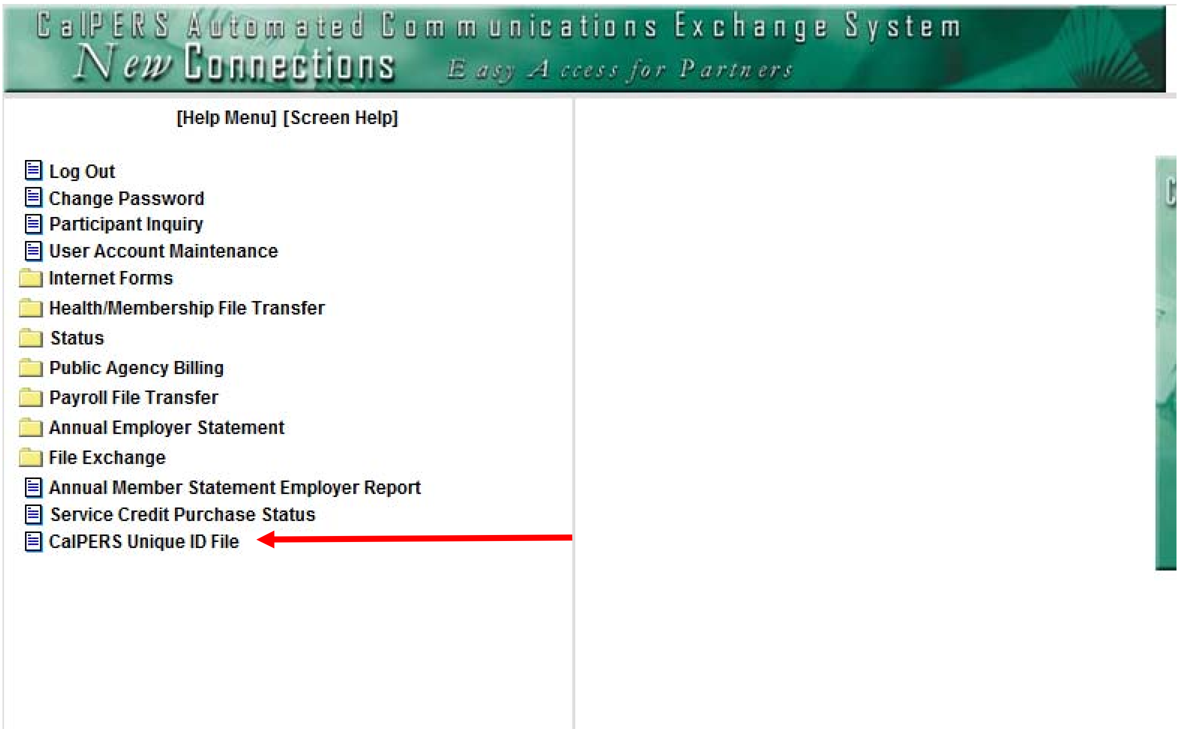
# APPENDIX B – DOWNLOAD SEED DATA FROM ACES

1. Select **Log In to ACES** from CalPERS On-Line.

2. Enter your username and password, and then select **Continue**.



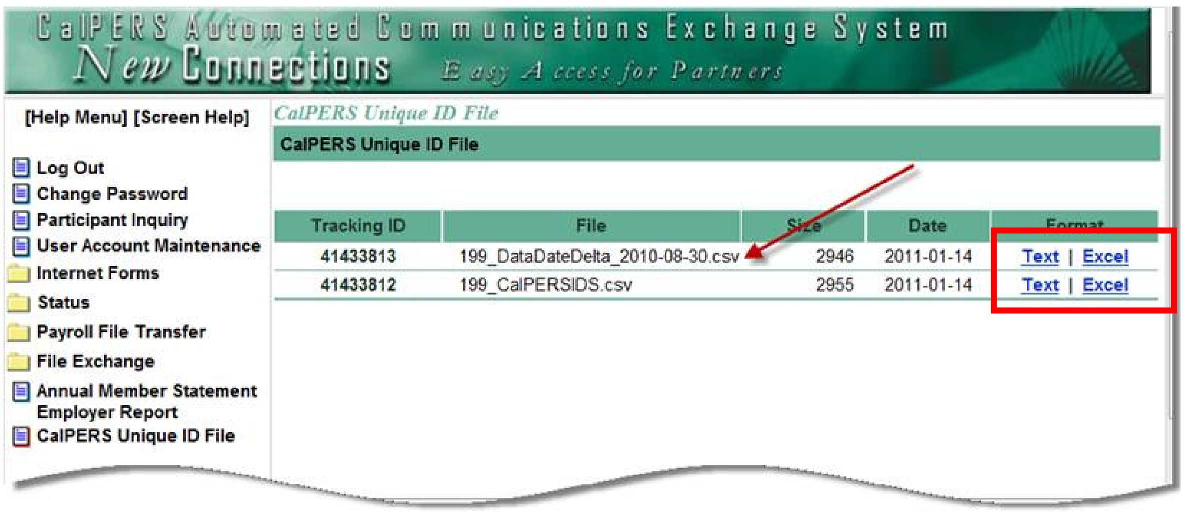
3. Select **CalPERS Unique ID File** from the Menu.



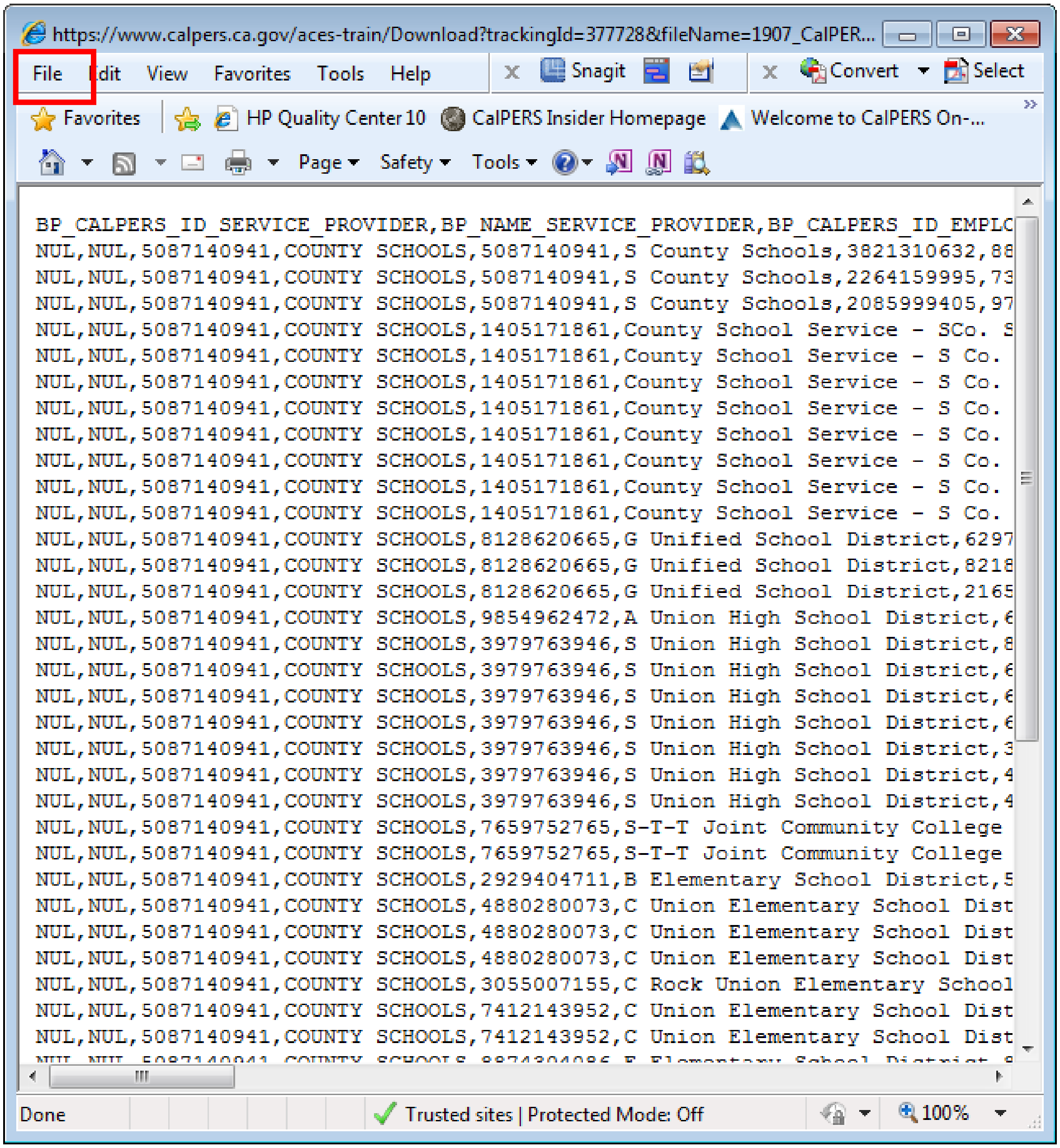
Note: If you do not have a seed data file to download, the following error message will display:


Please contact the Employer Contact Center (ERCC) at 1-**888-CalPERS** or 1-888-225-7377 for assistance in resolving this issue.

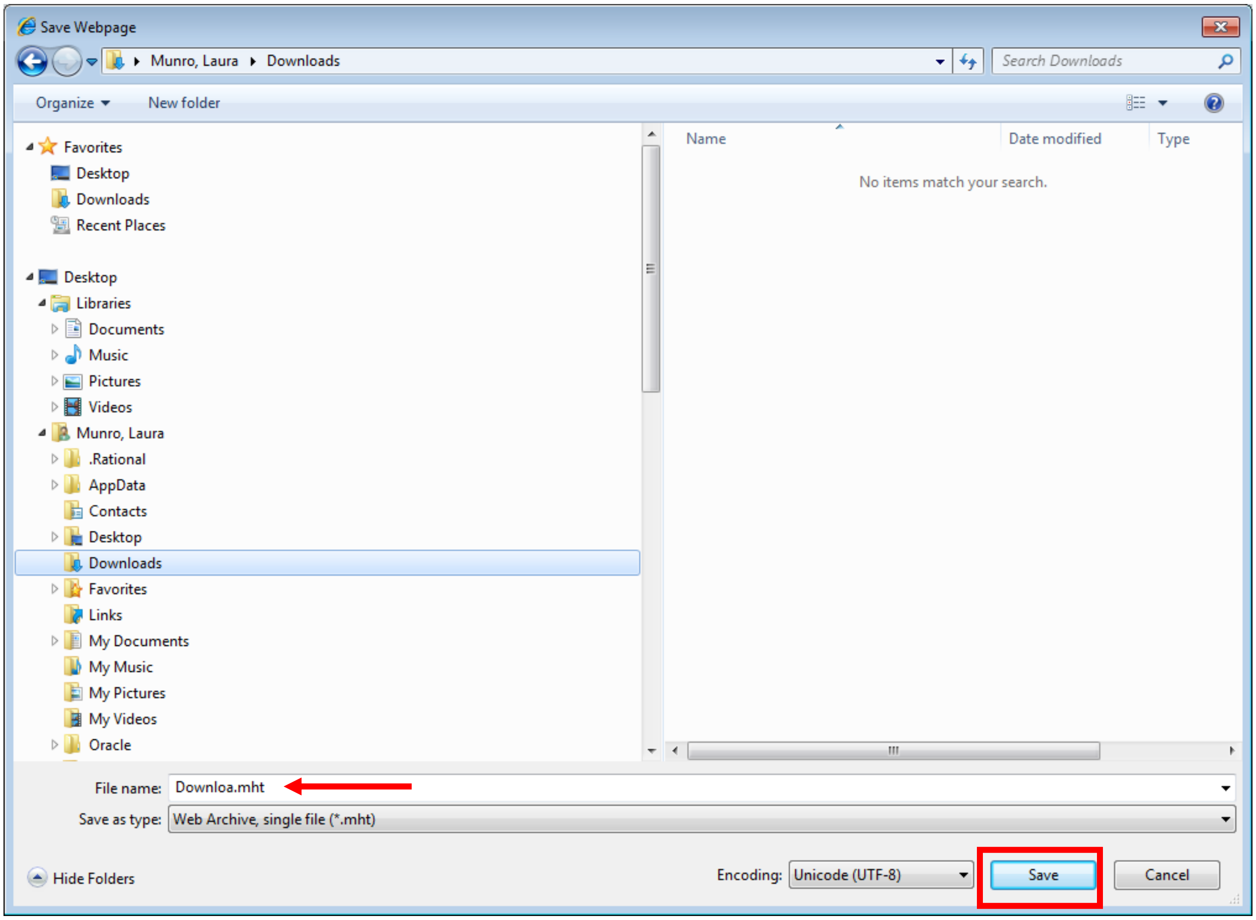
4. On the screen below, you can see that there is a .csv file. To download this file, select **Text** if you want to download the file as text. Select **Excel** if you want to download the file as an MS Excel spreadsheet. In steps 5 and 6 show you what this process will look like if you select Text. Skip to step 7 to see how this works if you select Excel.



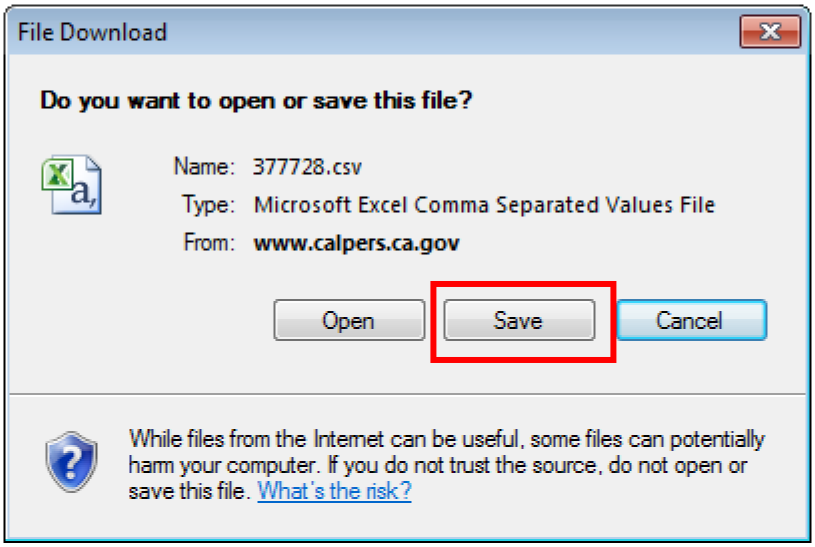
5. If you selected **Text** in step 4, you will see that the file is formated as a comma delimited text file. Select **File** and then **Save As**.



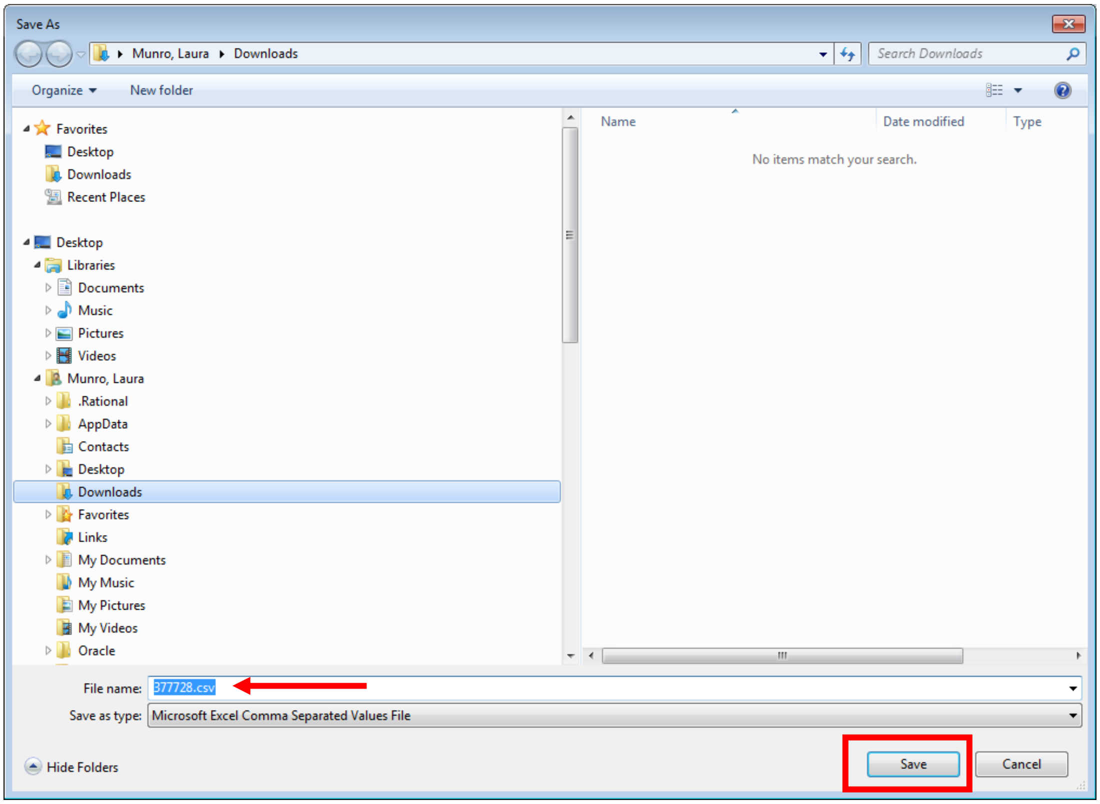
6. Navigate to the folder where you want to save the file, give it a meaningful name, and select **Save**.



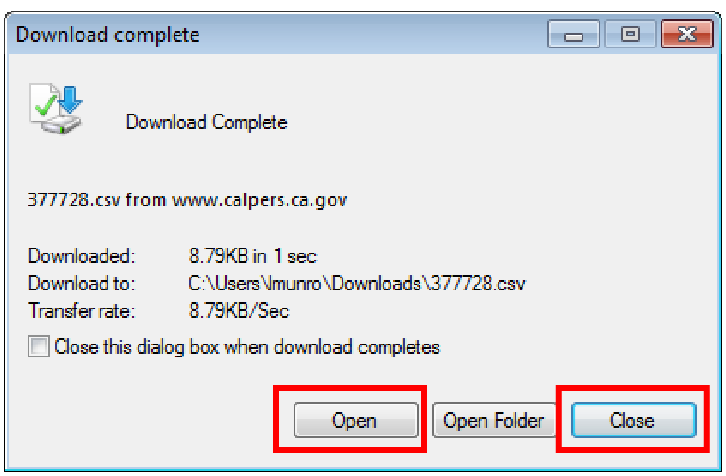
7. If you selected **Excel** in step 4, you will be given the option to open or save the document. Select **Save**.



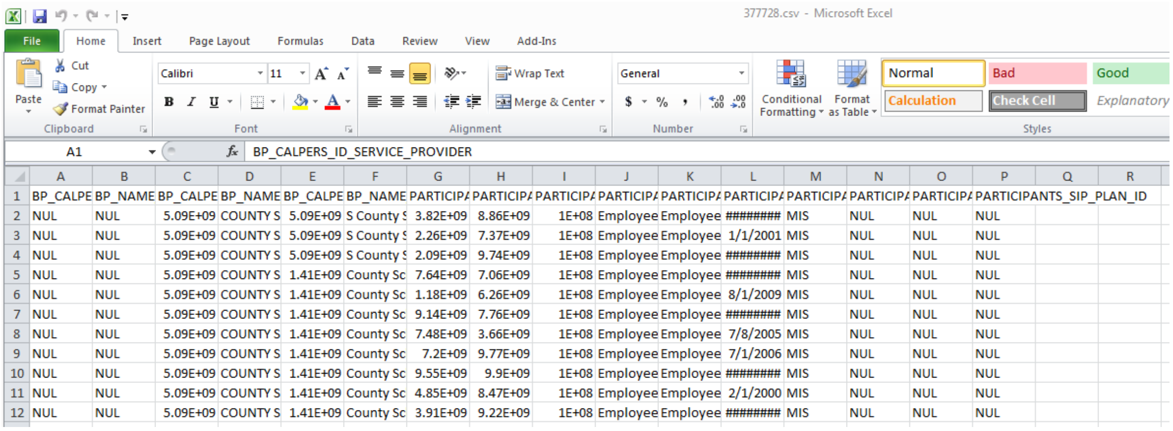

8. Navigate to the folder where you want to save the file, give it a meaningful name, and select **Save**.




9. Once the file has been saved, you will be given the option to open it or close the window and review the file at a later time.




10. When the Excel version of the seed data file is opened, it will look like the screen below. Adjusting the width of the columns will allow the data to display normally.



377728.csv - Microsoft Excel

A1 | BP_CALPERS_ID_SERVICE_PROVIDER

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BP_CALPE | BP_NAME | BP_CALPE | BP_NAME | BP_CALPE | BP_NAME | PARTICIPA | PARTICIPA | PARTICIPA | PARTICIPA | PARTICIPA | PARTICIPA | PARTICIPA | PARTICIPA | PARTICIPA | PARTICIPANTS_SIP_PLAN_ID | | |
| 2 | NUL | NUL | 5.09E+09 | COUNTY S | 5.09E+09 | S County S | 3.82E+09 | 8.86E+09 | 1E+08 | Employee | Employee | ######## | MIS | NUL | NUL | NUL | | |
| 3 | NUL | NUL | 5.09E+09 | COUNTY S | 5.09E+09 | S County S | 2.26E+09 | 7.37E+09 | 1E+08 | Employee | Employee | 1/1/2001 | MIS | NUL | NUL | NUL | | |
| 4 | NUL | NUL | 5.09E+09 | COUNTY S | 5.09E+09 | S County S | 2.09E+09 | 9.74E+09 | 1E+08 | Employee | Employee | ######## | MIS | NUL | NUL | NUL | | |
| 5 | NUL | NUL | 5.09E+09 | COUNTY S | 1.41E+09 | County Sc | 7.64E+09 | 7.06E+09 | 1E+08 | Employee | Employee | ######## | MIS | NUL | NUL | NUL | | |
| 6 | NUL | NUL | 5.09E+09 | COUNTY S | 1.41E+09 | County Sc | 1.18E+09 | 6.26E+09 | 1E+08 | Employee | Employee | 8/1/2009 | MIS | NUL | NUL | NUL | | |
| 7 | NUL | NUL | 5.09E+09 | COUNTY S | 1.41E+09 | County Sc | 9.14E+09 | 7.76E+09 | 1E+08 | Employee | Employee | ######## | MIS | NUL | NUL | NUL | | |
| 8 | NUL | NUL | 5.09E+09 | COUNTY S | 1.41E+09 | County Sc | 7.48E+09 | 3.66E+09 | 1E+08 | Employee | Employee | 7/8/2005 | MIS | NUL | NUL | NUL | | |
| 9 | NUL | NUL | 5.09E+09 | COUNTY S | 1.41E+09 | County Sc | 7.2E+09 | 9.77E+09 | 1E+08 | Employee | Employee | 7/1/2006 | MIS | NUL | NUL | NUL | | |
| 10 | NUL | NUL | 5.09E+09 | COUNTY S | 1.41E+09 | County Sc | 9.55E+09 | 9.9E+09 | 1E+08 | Employee | Employee | ######## | MIS | NUL | NUL | NUL | | |
| 11 | NUL | NUL | 5.09E+09 | COUNTY S | 1.41E+09 | County Sc | 4.85E+09 | 8.47E+09 | 1E+08 | Employee | Employee | 2/1/2000 | MIS | NUL | NUL | NUL | | |
| 12 | NUL | NUL | 5.09E+09 | COUNTY S | 1.41E+09 | County Sc | 3.91E+09 | 9.22E+09 | 1E+08 | Employee | Employee | ######## | MIS | NUL | NUL | NUL | | |

# APPENDIX C – PAYROLL REPORTING MATRIX

| Report Type | REG | ADJ | GAP | SIP |
|---|---|---|---|---|
| Record Type | PAY | PAY | PAY | PAY |
| | SCP | SCP | | |
| | OPR | OPR | | |
| | SIP | | | |

| Report Type | REG | Record Type | | | |
|---|---|---|---|---|---|
| | | PAY | SCP | OPR | SIP |
| Trans Type | | EPR | EPR | EPR | EPR |
| | | PPA | PPA | PPA | |
| | | EPN | | | |
| | | RSA | | | |
| | | RSC | | | |

| Report Type | ADJ | Record Type | | | |
|---|---|---|---|---|---|
| | | PAY | SCP | OPR | SIP |
| Trans Type | | EPR | EPR | EPR | EPR |
| | | PPA | PPA | PPA | |
| | | EPN | | | |
| | | RSA | | | |
| | | RSC | | | |

| Report Type | GAP | Record Type | | | |
|---|---|---|---|---|---|
| | | PAY | SCP | OPR | SIP |
| Trans Type | | EPR | EPR | EPR | EPR |
| | | PPA | | | |
| | | EPN | | | |
| | | RSA | | | |
| | | RSC | | | |

| Report Type | SIP | Record Type | | | |
|---|---|---|---|---|---|
| | | PAY | SCP | OPR | SIP |
| Trans Type | | | | | EPR |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

# APPENDIX D - SYSTEM ACCESS ADMINISTRATION: INITIAL REGISTRATION

As the System Access Administrator (SAA) contact for your organization, you will be provided a registration code. You will need this registration code to successfully log in to the my|CalPERS system for the first time for your organization. After registering yourself as the SAA, you will be able to set up the other contacts who will utilize the my|CalPERS system.

Please follow the steps below to register as the SAA for your organization, assign yourself system access roles, and then add the additional contacts that will be using my|CalPERS for testing purposes.

| Step | Action | Expected Result |
|---|---|---|
| ***Initial SAA Registration*** | | |
| 1 | Select the my\|CalPERS **File Readiness Testing Environment** hyperlink, which will be sent to you via email.<br><br>**Note:** Depending on your Internet security, you may receive an error page that states *"There is a problem with the websites security certificate".* If this occurs, select the **Continue to this Website (not recommended)** hyperlink. | *my\|CalPERS Log In* page displays, in which you must select whether you are a participant or business partner. |
| 2 | Select the **Business Partner** radio button and then select **Continue**. | *Business Partner* page appears with Username and Password text fields. |
| 3 | As a *New User*, you will select the **Register Now** hyperlink when first attempting to log in to my\|CalPERS. | *Register Now* instructional page appears. |
| 4 | After reading the three-step process for registering, select the **Continue** button. | *Security Agreement* page appears. |
| 5 | After reading the security agreement, select the **I Agree** button. | *Select Business Partner Category* section appears. |

| Step | Action | Expected Result |
|---|---|---|
| 6 | Select the **Registration Code** radio button, enter the registration code provided in the invitation, and then select the **Continue** button.<br><br>**Note:** If you receive an error message, please do not use the *Back Button* in Internet Explorer. Close Internet Explorer and re-open a new window. You will have to start from step 1 again. | *Organization Details* section appears. |
| 7 | Within the *Organization Details, Address and Communication Details,* and *General Contact Information Details* sections, ensure that all required fields are appropriately filled in. Make changes as needed. Once completed, select the **Save & Continue** button.<br><br>**Note:** Fields not identified by a red asterisk are optional; however we recommend you provide a phone number and an email address. This will help us communicate with you during testing. | *Confirm Address* section appears. |
| 8 | Within the *Confirm Address* section, validate your address against the U.S. Postal records. Select the appropriate radio button and then **Confirm**. | *Organization Details, Address and Communication,* and *General Contact Information* sections again appear. |
| 9 | Validate that your pre-populated profile information is correct. Once all information is correct, select the **Save & Continue** button. | *Log In Credentials* section appears. |

| Step | Action | Expected Result |
|---|---|---|
| 10 | Within the *Log In Credentials* section, provide a username and password that is familiar to you. Once you confirm your password, select **Save**.<br><br>**NOTE:** Your new username and password will be required when entering my\|CalPERS for future testing.<br><br>**NOTE:** Usernames must consist of 6-35 characters with no spaces and start with a letter. Valid characters are letters, numbers and the following special characters: At signs (@), periods (.), underscores (_) and hyphens (-). Usernames ARE NOT case sensitive. | *Your Registration is Complete* section appears. |
| 11 | Within the *Your Registration is Complete* section, select the **Log In** hyperlink after reading the confirmation sentence. | You will be redirected to log back in to my\|CalPERS. |
| ***First Time Log In*** | | |
| 12 | Enter the new username and password you created and select **Log In**. | *Update Your Challenge Questions* section appears. |
| 13 | Within the *Update Your Challenge Questions* section, select a challenge question from each of the five drop down menus. Provide a unique answer to each of the five questions. Once completed, select **Save and Continue**.<br><br>**Note:** The system will not allow you to use the same answer more than once. | The *Conditions of Use for Business Partners (Employers)* section appears. |
| 14 | After reading the *Conditions of Use*, select the **Accept** button to continue or **Decline** to exit the system. | After selecting the **Accept** button, you will be directed to the my\|CalPERS home page. The *Home, Profile, Reporting*, and *Person Information* global navigations tabs appear. |

| Step | Action | Expected Result |
|---|---|---|
| ***Update SAA Profile*** | | |
| 15 | Select the **Profile** global navigation tab. | The *Summary, Contacts, Business Relationships,* and *Contracts/Agreement* sections appear. |
| STOP | Within the *Contacts* section, you can either update your system access or add a new contact. If you are the primary contact submitting the XML files for testing, you will be required to assign reporting privileges to your profile. The following steps will demonstrate how to update your user profile.<br><br>**Note:** It's important that you first update your profile before you add any new contacts that will participate in file testing. **Failure to update your profile first will prevent you from adding new contacts.** | |
| 16 | Within the *Contacts* section, select the **General** hyperlink below the *Contact Type* column.<br><br>**Note:** If General is not the contact type, then select the type that is present on the row that's associated to your name. | The profile summary page displays *Maintain Contact Details, Maintain Preferred Communication Details, Maintain Contact Address Details, and Maintain Communication Details* sections. |
| 17 | Within the *Maintain Contact Details section,* if General is not pre-populated in the **Contact Type** drop down menu then select **General**. | |
| 18 | Validate Main is prepopulated within the *Contact Type Detail* drop down menu. If not, select **Main**.<br><br>**Note:** We recommend that you select **Main** for the purpose of early testing. Once the system goes live, you may choose to select **None** if this contact should not be receiving communication related to their contact type. | |
| 19 | Select the Programs you will support during testing. | |

| Step | Action | Expected Result |
|---|---|---|
| 20 | The **Entity, Individual Name** radio button is defaulted to your name.<br><br>**Note:** ***Do not*** use the **Select** hyperlink next to your name. If you are no longer the primary SAA, please complete the following steps for yourself first before assigning full SAA privileges to another contact. | |
| 21 | Ensure the **Allow System Access** check box is checked. | |
| 22 | To assign the necessary reporting privileges, select the **System Access** hyperlink. | The *Assigned Username and Assign Roles* sections appear. |
| 23 | Within the *Assign Roles* section, select the **Select All** hyperlink to grant full access to your profile and then select the **Save** button.<br><br>**Note:** We recommend **Select All** as a default if you have oversight over all business partner functions. However, you may choose to assign any roles you require. If you plan to only submit an XML file for either payroll or retirement enrollments, you will need to assign those roles associated with that business partner function. | The *Profile Summary* page reappears to continue adding contact information. |
| 24 | Within the *Maintain Contact Address Details* section, validate that all required fields are correctly populated. | |
| 25 | Within the *Communication Details* section, you may choose to add a primary number and an email address. | |

| Step | Action | Expected Result |
|---|---|---|
| 26 | Once the necessary contact information is provided, select the **Save** button | *Confirm Address* section will appear if you updated your address information.<br><br>**Note:** If the address was not updated, skip step 27. The *Contacts to Display and Contacts* sections will appear. |
| 27 | Within the *Confirm Address* section, confirm your correct mailing address and then select the **Confirm** button. | The *Contacts to Display and Contacts* sections will appear. |
| STOP | After assigning yourself as the **System Access Administrator**, **you must** first **log out and log back in** before you can assign access privileges to new contacts or begin reporting your test files. Please select the **Log Out** hyperlink within the blue my\|CalPERS section and then log back in before continuing to step 28.<br><br>**Note**: Once a profile has been updated for any business partner contact, they will be required to log out and log back in before utilizing their assigned roles. | |
| ***Assign Access Privileges*** | | |
| 28 | Select the **Profile** global navigation tab. | The *Summary, Contacts, Business Relationships,* and *Contracts/Agreements* sections appear. |
| 29 | Within the *Contacts* section, select the **Add New** button. | *Maintain Contact Details* section appears. |
| 30 | From the **Contact Type** drop down, select the appropriate type for the new contact. We recommend **General**.<br><br>**Note:** Select **General** if the contact will perform both retirement enrollment and payroll transactions. If they perform a specific task, then select either **Retirement Enrollment** or **Payroll**. | |

| Step | Action | Expected Result |
|---|---|---|
| 31 | From the **Contact Type Detail** drop down, select **Main**.<br><br>**Note:** We recommend that you select **Main** for the purpose of early testing. Once the system goes live, you may choose to select **None** if this contact should not be receiving communication related to their contact type. | |
| 32 | Select the appropriate **Programs Supported** check boxes. | |
| 33 | Select the **Individual Name** radio button and then the **Select** hyperlink to search for your contact by name. Follow these steps for adding Non-PERS employee's and third party vendors.<br><br>**Note:** For external or non-qualified PERS contacts not performing business related task other than acting as a contact, select the **Other** radio button and provide their name in the text box. These contacts will not receive any system access roles. Skip down to step 36. | *Person Search* section appears. |
| 34 | Within the *Person Search* section, enter the First and Last Name of the employee you wish to add and then select the **Search** button.<br><br>**Note:** For non-PERS enrolled employees or third party service providers, you will enter their contact name as well. Follow the steps listed in ***Appendix A*** upon selecting the **Search** button. | |
| 35 | Select the radio button next to the employee's name and then the **Select** button. | *Maintain Contact Details* section appears. |

| Step | Action | Expected Result |
|---|---|---|
| 36 | Check the appropriate boxes to provide the contact *System Access, Make Contact Viewable to Other Organizations*, or be a *Primary Contact*. | |
| 37 | In the *Maintain Contact Address Details* section, provide the contacts Physical or Mailing Address, Country, City, State, and ZIP Code.<br><br>**Note:** If you don't know the contacts address information, enter the employer address. | *Assigned Username* section appears. |
| 38 | In the *Assigned Username* section, provide a **Contact Username** in the provided text box. This is the initial username your new contact will use for their initial login. | |
| 39 | In the *Assign Roles* section, check all the business partner roles boxes that apply for your contact to perform their day-to-day business functions. Then select the **Save** button.<br><br>**Note**: For early testing, we recommend checking all the Payroll and Retirement Enrollment Business Partner roles. | *Password Maintenance* section appears. |
| 40 | The *Password Maintenance* section provides the **Username** and initial **Password**.<br><br>**Note:** Please **capture the Password and provide it to your contact.** This is the password they will be able to use for their initial log in and this is the only time it is available for you to notate. | |
| 41 | Select the **Continue** button. | The *Contacts to Display* and *Contacts* sections appear. |

| Step | Action | Expected Result |
|---|---|---|
| STOP | You have successfully completed the necessary steps to assign system access roles to yourself and other business contacts that will need to use my\|CalPERS for testing your Payroll and/or Retirement Enrollment XML files. You may now begin testing your files by selecting the **Reporting** global navigation tab. | |

The following steps outline the process for adding a non-PERS participating employee who is currently not enrolled in either CalPERS retirement or health plans. These steps also apply to third party service providers who will report contributions or enrollments direct to CalPERS on your behalf. These steps continue on from step 34 above.

**Note:** If your contact was ever entered into my|CalPERS in the past, their name may appear in the Search Results section. If not, new results will be populated and you will have to add them as a new contact.

| Step | Action | Expected Result |
|---|---|---|
| 1 | Within the *Search Results* section, select the **Add New** button | The *Person Details, Preferred Communication Details*, and demographic sections appear. |
| 2 | Within the *Person Details* section, provide as much information as you can. Only **First Name** and **Last Name** are required. | |
| 3 | If needed, within the *Preferred Communication Details* section, indicate the contacts preferred communication source. The options are email or mail. | |
| 4 | If your contact will receive communication by mail, provide address details within the *Address Details* section. | |
| 5 | If your contact will receive calls, faxes, or emails, provide communication details within the *Communication Details* section. | |
| 6 | Select the **Save** Button. | Contact name and new CalPERS ID is populated within the *Search Results* section. |
| 7 | Within the *Search Results* section, select the radio button next to your contacts name and then select the **Select** button. | The *Maintain Contact Details* section appears. |
| 8 | Within the *Maintain Contact Details* section, provide the **Contact Type** and **Contact Type Detail**. Select the appropriate access check boxes that apply. | |
| 9 | In the *Maintain Contact Address Details* section, provide the contacts Physical or Mailing Address, Country, City, State, and ZIP Code.<br><br>Note: If you don’t know the contacts address information, enter the employer address. | |

| Step | Action | Expected Result |
|---|---|---|
| 10 | If the contact is expected to receive communication, check that the correct information is provided in the *Maintain Communication Details* section. Select the **Save** button. | *Assigned Username* section appears. |
| 11 | In the *Assigned Username* section, provide a **Contact Username** in the provided text box. This is the initial username your new contact will use for their initial login. | |
| 12 | In the *Assign Roles* section, check all the business partner roles boxes that apply for your contact to perform their day-to-day business functions. Then select the **Save** button.<br><br>**Note**: For early testing, we recommend checking all the Payroll and Retirement Enrollment Business Partner roles. | *Password Maintenance* section appears. |
| 13 | The Password Maintenance section provides the **Username** and their initial **Password**.<br><br>**Note:** Please provide your contact with their new username and password**.** This is the password they will use for their initial login and this is the only time it is available for you to notate. | |
| 14 | Select the **Continue** button. | The *Contacts to Display* and *Contacts* sections appear. |
| STOP | You have successfully completed the necessary steps to assign system access roles to a business contact that will need to use my\|CalPERS for testing your Payroll and/or Retirement Enrollment XML files. You may now begin testing your files by selecting the **Reporting** global navigation tab. | |

# APPENDIX E – MY|CALPERS TESTING READINESS CHECKLIST

| Step# | Step | |
|---|---|---|
| 1 | If submitting files using FTP, contact PERT to ensure FTP access has been established. | |
| 2 | Develop XML files | |
| 3 | Coordinate with your Third Party Vendor. | |
| 4 | Plan your test resources. | |
| 5 | Download seed data file from ACES and prepare your test data. | |
| 6 | SAA Registers in the registration environment. | |
| 7 | SAA creates test users in the test environment. | |
| 8 | Submit your XML files to my\|CalPERS using your chosen method: File Upload or FTP. | |
| 10 | Check "Accepted" files for Level 2 errors and correct as needed, via online process or correct in file and resubmit. | |
| 11 | Post correct/corrected records to my\|CalPERS. | |